



Volume 2:
Retek Sales Audit 9.0
User Guide

RSA-90-UG

Merchandising Transaction System™

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Welcome to Retek Sales Audit

Retek Sales Audit (ReSA) is a tool that monitors the reliability and accuracy of transaction data gathered in other components of the Enterprise, and compares the data to the rules and guidelines that your organization requires.

ReSA provides a seamless and integrated flow of data from the point of sale (POS) to the Retek Merchandising System and Retek Data Warehouse. It can accept transaction data from popular POS programs and move the data through a series of processes that culminates in clean data. It flags inaccurate data for sales auditors, who can then correct the errors.

The Sales Audit help system is divided into the following modules:

- Foundation Data
- Automated Totaling
- Automated Audit
- Import and Export
- Interactive Audit
- Audit Trail

Chapter 1: Foundation Data

Overview

Foundation data is any reference information used to support the Sales Audit process. This includes valid store numbers, discount types, item numbers, and so on, against which transaction level fields are validated. Reference tables from the Retek Merchandising System (RMS) are accessed to retrieve some of this data, while other tables are specific to Sales Audit.

From Sales Audit, you can maintain transaction types, tender types, discount types, and reason codes. This information must be synchronized with the POS system's data for ease of mapping between the POS transaction log (TLOG) and the Retek transaction log (RTLOG).

Control Setup

Use the Control Setup folder to set up system preferences. These include:

- Employee information
- Company closings
- General ledger account maintenance

Control System

The Control System folder contains windows where you set up:

- System options
- System parameters that interpret errors in transaction files
- Error code definitions
- References
- Field level access

View Closing Dates for a Company

➲ **Navigate:** From the RMS main menu, select Action → Sales Audit → Control → Setup → Company Closings → View. The Company Close window is displayed.



1. Click the scroll arrows to see all of the company closing dates.
2. Click OK to exit.

Add a Closing Date for a Company

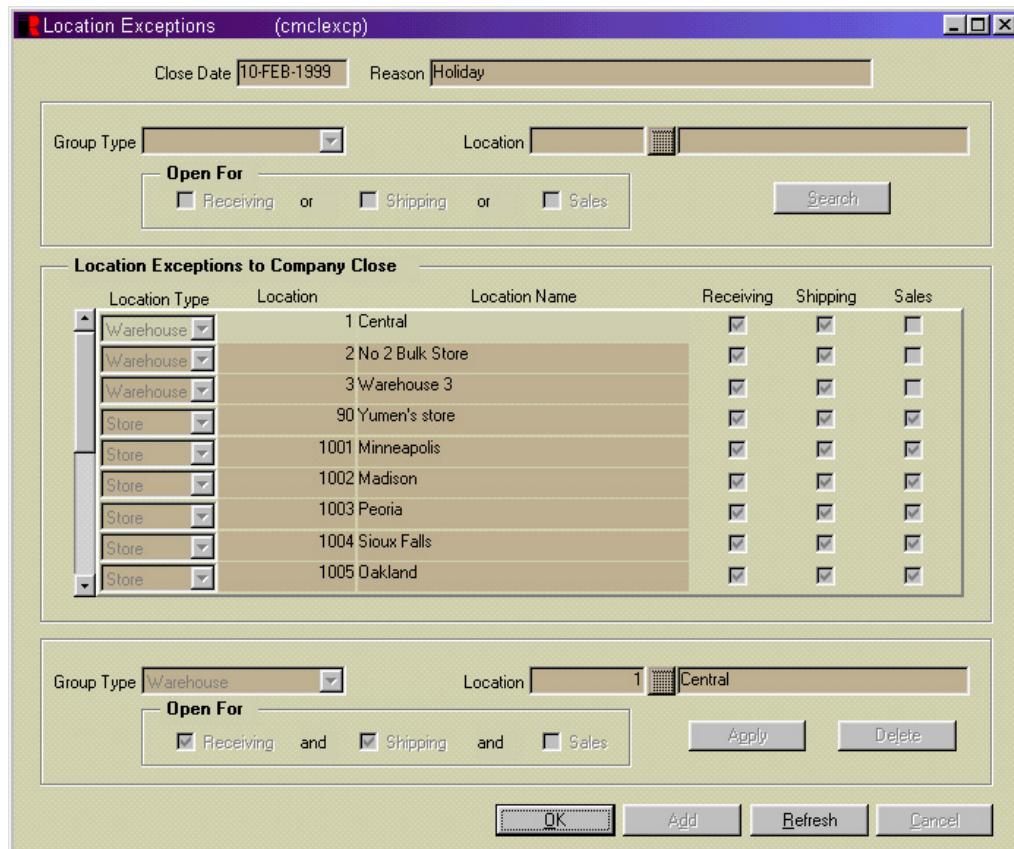
➲ **Navigate:** From the RMS main menu, select Action → Sales Audit → Control → Setup → Company Closings → Edit. The Company Close window is displayed.

1. Click the Add button. A blank row is enabled.
2. In the Close Date field, enter a date, or use the calendar button and select a date.
3. In the Close Description field, enter a reason for the close.
4. Click OK to save the changes and exit.

View the Location Exceptions to a Company Closing

➲ **Navigate:** From the RMS main menu, select Action → Sales Audit → Control → Setup → Company Closings → View. The Company Close window is displayed.

1. Select a close date.
2. Click the Exceptions button. The Location Exceptions window is displayed.



The screenshot shows the 'Location Exceptions' window with the following details:

Header: Location Exceptions (cmclexcpx)

Toolbar: Close Date: 10-FEB-1999, Reason: Holiday

Filter: Group Type: Location:

Open For: Receiving or Shipping or Sales

Table: Location Exceptions to Company Close

Location Type	Location	Location Name	Receiving	Shipping	Sales
Warehouse	1 Central		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse	2 No 2 Bulk Store		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse	3 Warehouse 3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Store	90 Yumen's store		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Store	1001 Minneapolis		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Store	1002 Madison		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Store	1003 Peoria		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Store	1004 Sioux Falls		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Store	1005 Oakland		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Filter: Group Type: Location:

Open For: Receiving and Shipping and Sales

Buttons: OK, Add, Refresh, Cancel, Apply, Delete

3. Click OK to exit.

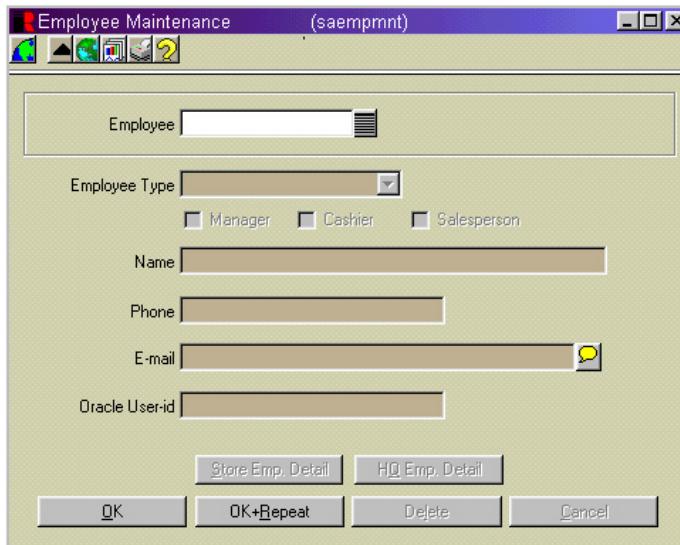
Add a Location Exception to a Closing Date

➲ **Navigate:** From the RMS main menu, select Action → Sales Audit → Control → Setup → Company Closings → Edit. The Company Close window is displayed.

1. Select the close date for which the exception will be added.
2. Click the Exceptions button. The Location Exceptions window is displayed.
3. Click the Add button.
4. In the Group Type field, select a group type.
5. In the corresponding location field, click the LOV button and select the location ID.
6. Select the activity checkbox for which the location will remain open (Receiving, Shipping, and/or Sales).
7. Click the Apply button. A confirmation message is displayed.
8. Click OK to exit.

View an Employee Record

➲ **Navigate:** From the main menu, select Action → Sales Audit → Control → Setup → Employee Maintenance → View. The Employee Maintenance window is displayed.



1. Click the Employee LOV button and select the employee.
2. The selected employee information is displayed.

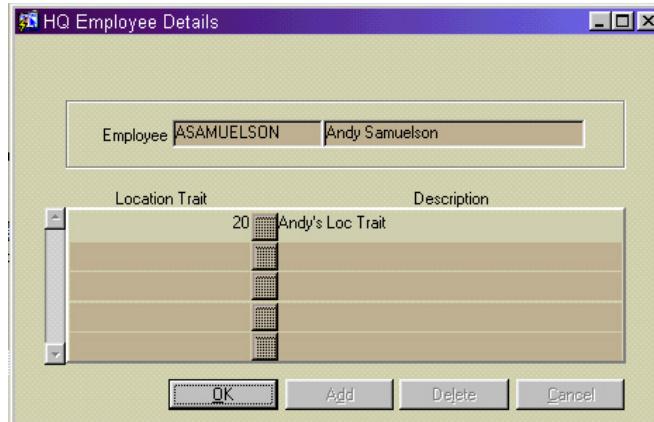
Note: Depending on the Employee Type, you can click either the Store Emp Detail button, or the HQ Emp Detail button to see the stores and location traits associated with the employee.

3. Click OK to exit.

Add a Corporate Employee Record

➲ **Navigate:** From the main menu, select Action → Sales Audit → Control → Setup → Employee Maintenance → New. The Employee Maintenance window is displayed.

1. In the Employee field, enter the employee's ID number or name and press Tab or Enter.
2. Select Headquarters from the Employee Type menu.
3. In the Name field, enter the employee's name.
4. In the Oracle User ID field, enter the employee's user ID.
5. Click the HQ Emp Detail button. The HQ Employee Details window is displayed.



6. In the Location Trait field, type the location trait ID for the employee, or click the LOV button and select the trait.
7. Click OK to exit.

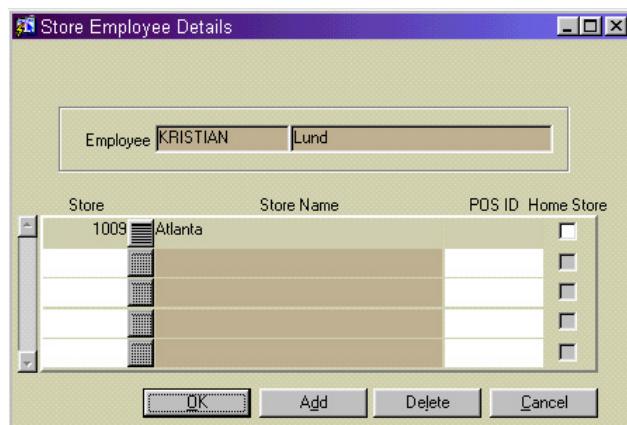
Add a Store Employee Record

➲ **Navigate:** From the main menu, select Action → Sales Audit → Control → Setup → Employee Maintenance → New. The Employee Maintenance window is displayed.

1. In the Employee field, enter the employee's ID number and press Tab or Enter.
2. From the Employee Type menu, select Store.

Note: Select the Manager, Cashier or Salesperson checkbox.

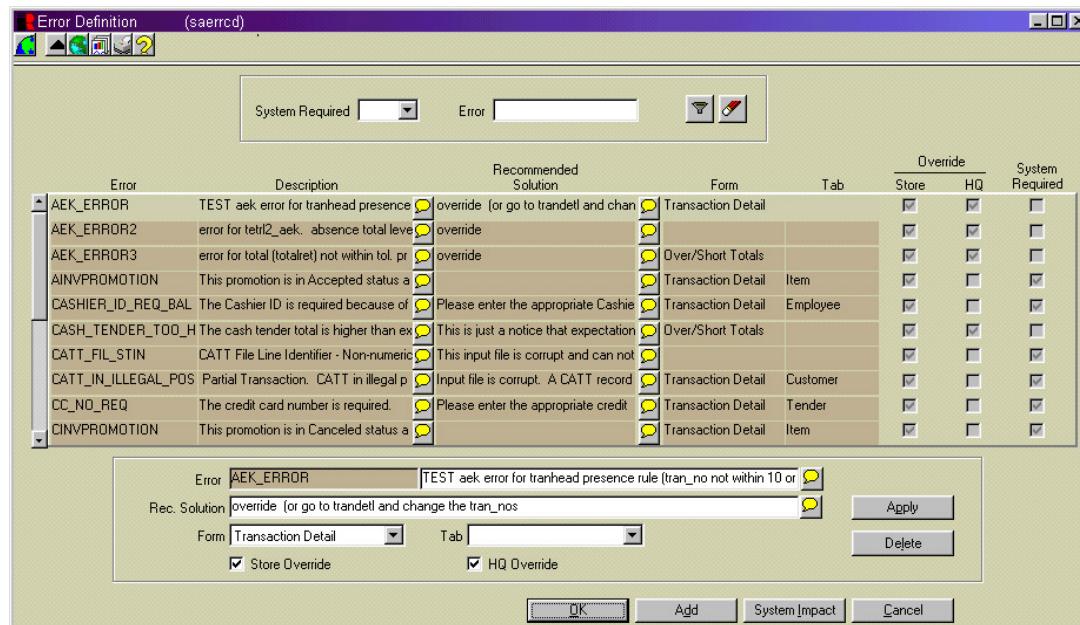
3. In the Name field, type the employee's name.
4. In the Oracle User ID field, type the employee's user ID.
5. Click the Store Emp Detail button. The Store Employee Details window is displayed.



6. In the Store field, type the store number, or click the LOV button and select the store.
7. In the POS ID field, enter the employee's POS ID.
8. Click OK to exit.

Add an Error Code

⦿ **Navigate:** From the main menu, select Action → Sales Audit → Control → System → Error Code Maintenance. Double-click Edit to open the Error Definition window.

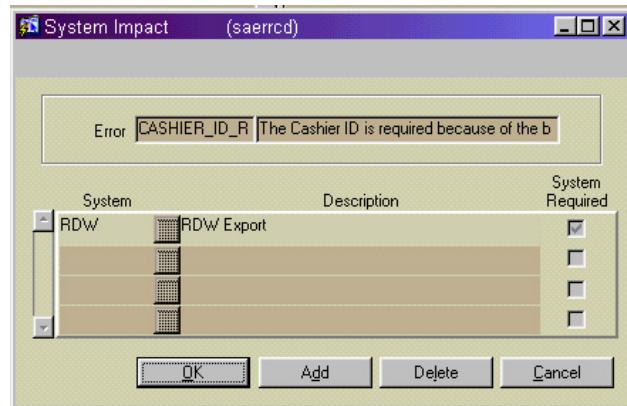


1. Click the Add button.
2. In the Error field, enter an error code.
3. In the Description field, enter the description of the error, or click the comments button and enter the description.
4. In the Rec Solution field, enter a recommended solution, or click the comments button and enter a solution.
5. In the Form field, select the window name where the error may be fixed. If you select the Transaction Detail window, select the tab where the error may be fixed in the Tab field.
6. If a store employee can override the error, select the Override Store checkbox.
7. If a headquarters employee can override the error, select the Override HQ checkbox.
8. Click Apply. The new error code record is added to the table.
9. Click OK to exit.

View the Impacted Systems for an Error Code

➲ **Navigate:** From the main menu, select Action → Sales Audit → Control → System → Error Code Maintenance → View. The Error Definition window is displayed.

1. Select an error code from the table and click the System Impact button. The System Impact window is displayed.



Note: If an error has no system impact, an error message indicates that there is no system impact to view for this error.

2. Click OK to exit.

Add an Impacted System

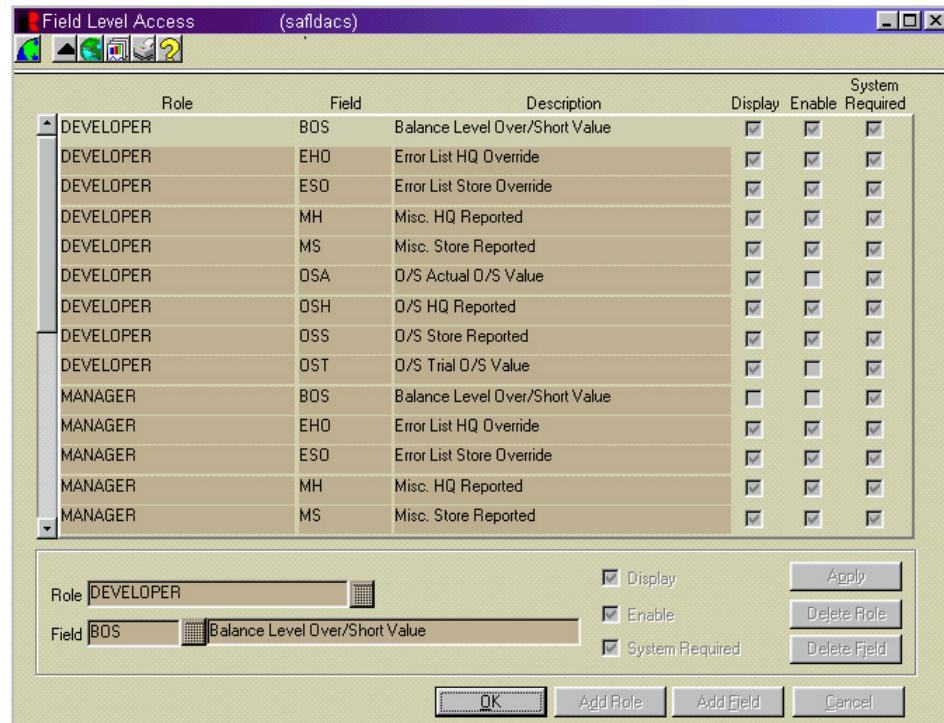
Note: Add the name of a system if it will be impacted when the selected error occurs.

➲ **Navigate:** From the main menu, select Action → Sales Audit → Control → System → Error Code Maintenance → Edit. The Error Definition window is displayed.

1. Select an error code from the table and click the System Impact button. The System Impact window is displayed.
2. Click the Add button.
3. On the next available line, enter the system name, or click the LOV button and select one from the list.
4. If the system is required, select the System Required checkbox.
5. Click OK to exit.

View field level access by role

➲ **Navigate:** From the RMS main menu, select Action → Sales Audit → Control → System → Field Level Access Maintenance → View. The Field Level Access window is displayed, with the fields and descriptions for each role.



1. Use the scroll bar to view all the roles and fields available.
2. Click OK to exit.

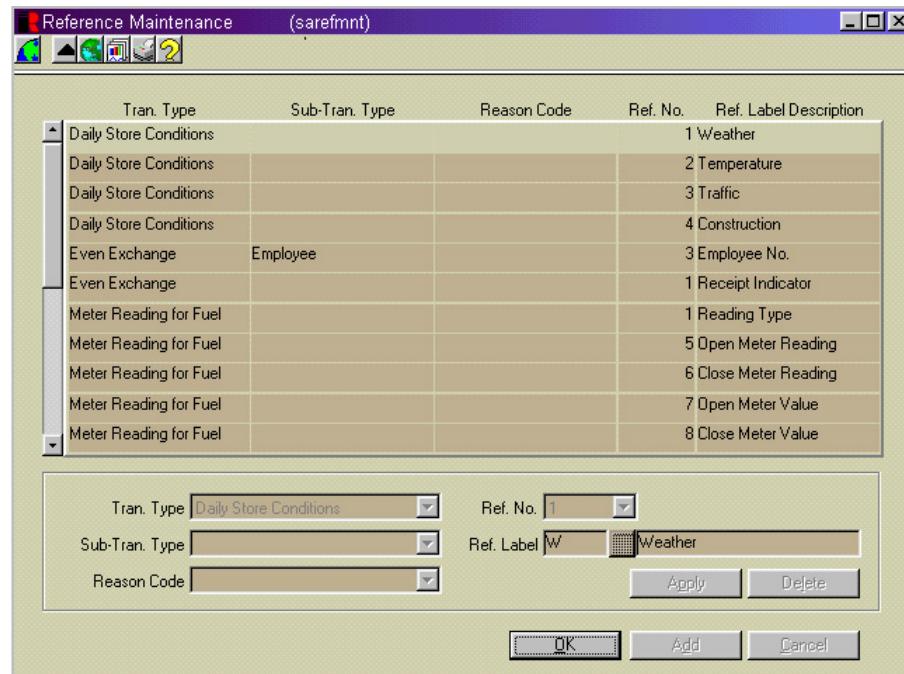
Add Field Level Access by Role

➲ **Navigate:** From the RMS main menu, select Action → Sales Audit → Control → System → Field Level Access Maintenance → Edit. The Field Level Access window is displayed.

1. Click the Add Role button.
2. In the Role field, enter a role name, or click on the LOV button and select a role.
3. To display the role, select the Display checkbox.
4. To enable the role, select the Enable checkbox.
5. Click the Apply button.
6. To add a field to the role:
 - a. Select the role from the table.
 - b. Click the Add Field button.
 - c. In the Field field, enter a field name, or click the LOV button and select the field.
 - d. To display the field, select the Display checkbox.
 - e. To enable the field, select the Enable checkbox.
7. Click the Apply button.
8. Click OK to exit.

View the Reference Information for Transactions

➲ **Navigate:** From the RMS main menu, select Action → Sales Audit → Control → System → Reference Maintenance → View. The Reference Maintenance window is displayed.



1. Use the scroll bar to view all the references for the transactions.
2. Click OK to exit.

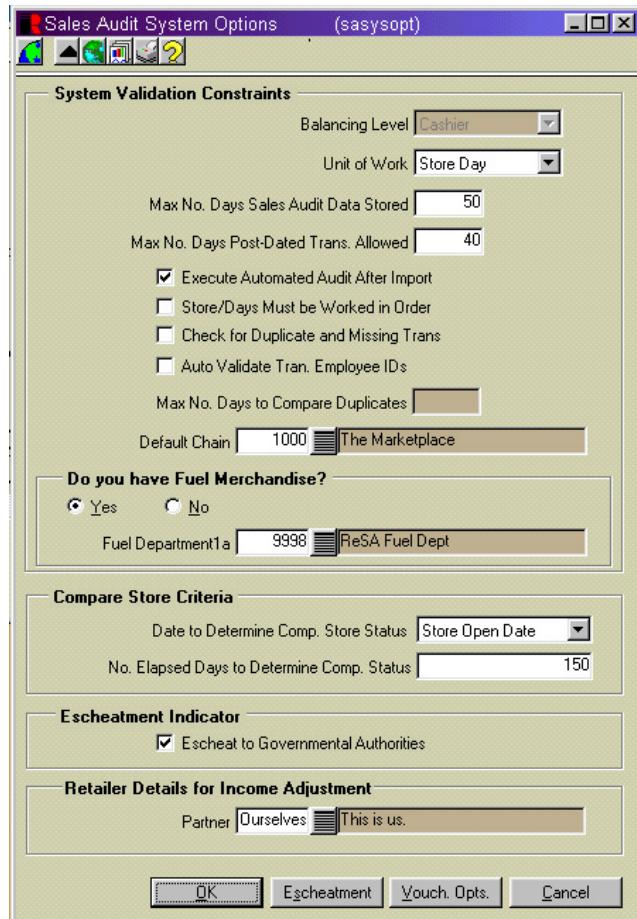
Add a Reference to a Transaction

➲ **Navigate:** From the RMS main menu, select Action → Sales Audit → Control → System → Reference Maintenance → Edit. The Reference Maintenance window is displayed.

1. Click the Add button.
2. In the Tran Type field, select a transaction type.
3. In the Sub-Tran Type field, select a sub-transaction type.
4. In the Reason Code field, select a reason code.
5. In the Ref No field, select a reference number.
6. In the Ref Label field, enter a reference label, or click the LOV button and select a reference label.
7. Click the Apply button. The reference information is added to the table.
8. Click OK to exit.

View Sales Audit System Options

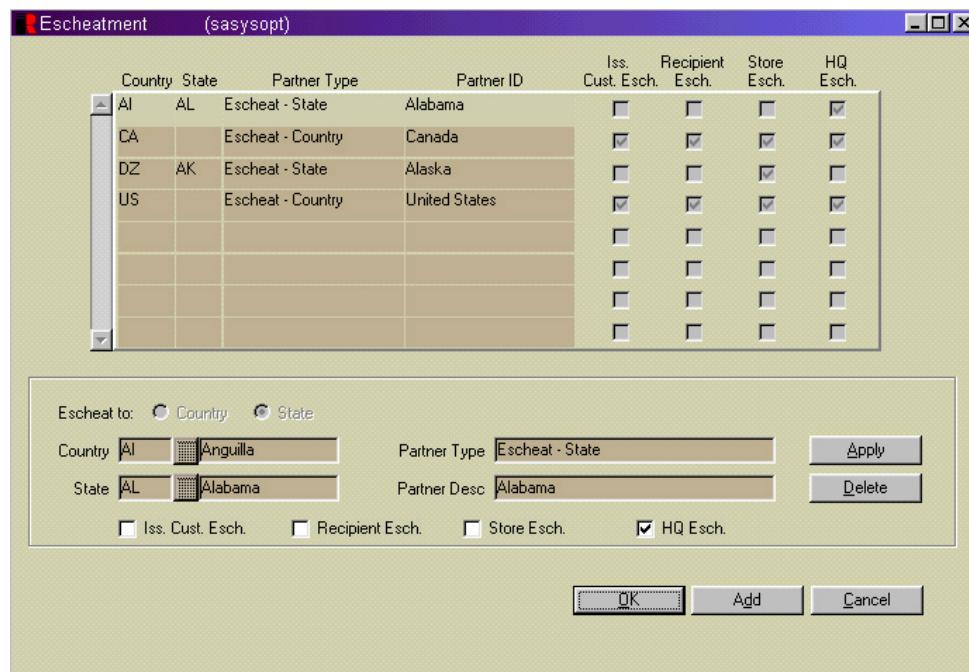
⦿ **Navigate:** From the RMS main menu, select Action → Sales Audit → Control → System → System Options. The Sales Audit System Options window is displayed.



1. View the displayed options.
2. To view the escheatment details, click the Escheatment button.
3. To view the voucher details, click the Vouch. Opt. button.
4. Click OK to exit.

Add Escheatment Details

⦿ **Navigate:** From the RMS main menu, select Action → Sales Audit → Control → System → System Options. The Sales Audit System Options window is displayed.

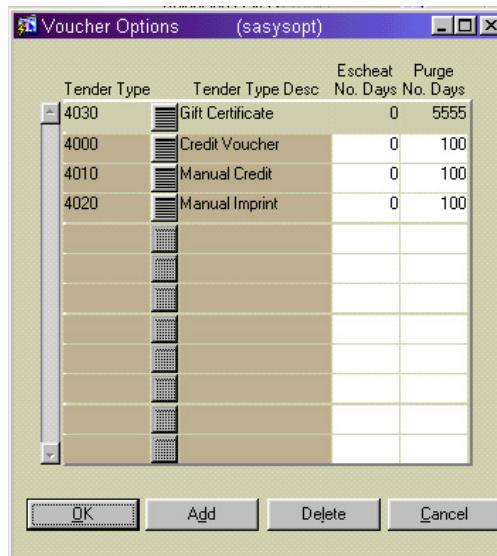


1. Click the Escheatment button. The Escheatment window is displayed.
2. Click the Add button.
3. In the Escheat To field, select either country or state.
4. In the Country or State fields, enter either the country or state codes, or click the LOV buttons to select them.
5. Select one of the four escheatment indicators.
6. Click the Apply button. When the Apply Confirmation window is displayed, click OK.
7. Click OK to exit.

Add Voucher Options

- ⦿ **Navigate:** From the RMS main menu, select Action → Sales Audit → Control → System → System Options. The Sales Audit System Options window is displayed.

1. Click the Vouch Opt button. The Voucher Options window is displayed.



2. Click the Add button.
3. On the next available line, enter the tender type ID number, or click the LOV button and select the tender type.
4. In the Escheat No Days field, enter the desired number of escheatment days.
5. In the Purge No Days field, enter the desired number of days.
6. Click OK to exit.

Chapter 2: Automated Totaling

Overview

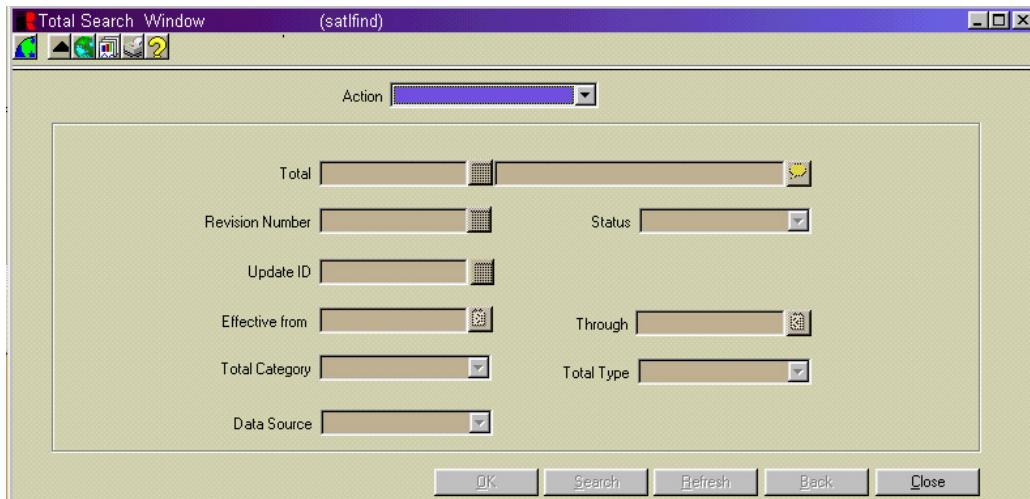
Automated Totaling allows you to define how totals are calculated, and set required conditions that source data must match using a Wizard. Totals are one of the foundations of Sales Audit. The values calculated by totals are used throughout the system to determine the accuracy of transaction data. The values calculated by totals are also exported to external systems. The values can also be used for Sales Audit reporting.

Source data can include transaction data, entries from the virtual back office (VBO) and external data such as money order totals, lottery ticket sales, and so on. You can choose the tables and columns for the audit, build query statements to yield the desired information, and associate totals with categories, such as stores, Point of Sale (POS) values, and so on.

Sales Audit uses the definitions to evaluate data and determine whether transactions meet the defined tolerances. The system uses these totals to determine over/shorts and exports them to external systems.

Search for a Totals Calculation Definition

➲ **Navigate:** From the main menu, select Action → Sales Audit → Control → Totals Definition Maintenance. The Total Search window is displayed.

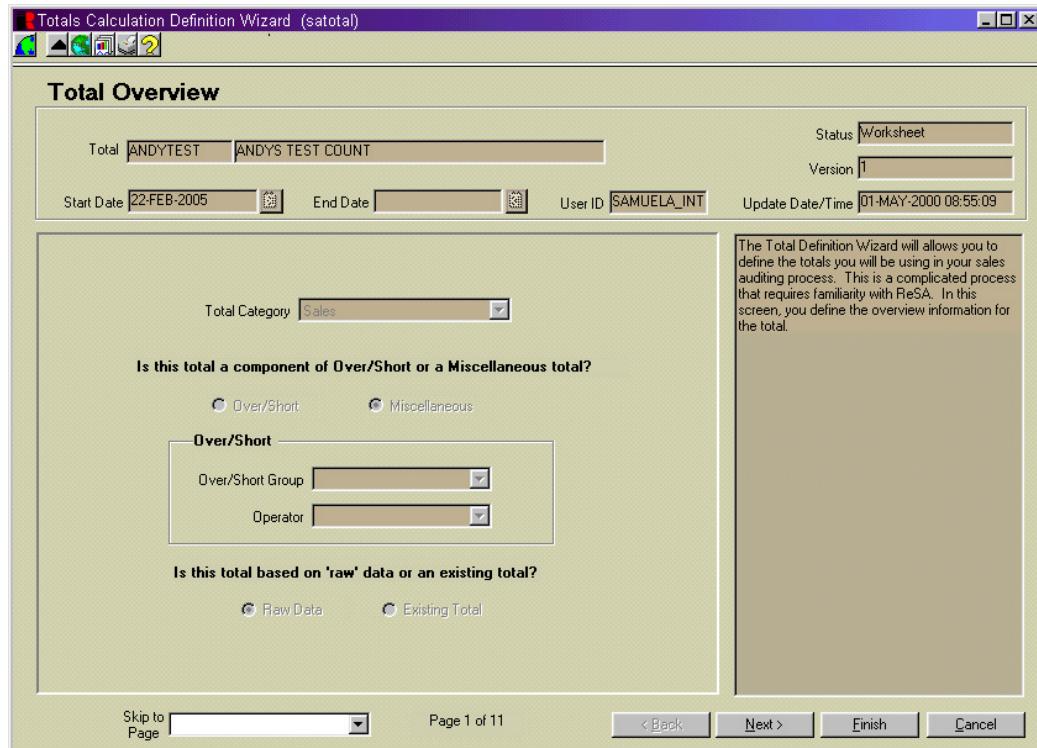


1. In the Action menu, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The totals that match the search criteria are displayed in a table.
4. Click OK to exit.

View the Totals Calculation Definitions

➲ **Navigate:** Search for and retrieve the totals definition in View mode.

1. Select the desired total description and click OK. The Totals Calculation Definition Wizard is displayed.



2. Click OK to exit.

Create a Totals Calculation Definition

➲ **Navigate:** From the main menu, select Action → Sales Audit → Control → Totals Definition Maintenance. The Total Search window is displayed.

1. In the Action menu, select New to set up new totals definitions in the wizard.
2. Click OK. The Totals Calculation Definition Wizard is displayed.
3. Follow the directions on the right side of the wizard to complete the totals definition.

View Location Traits

⦿ **Navigate:** Search for and retrieve the totals definition in View or Edit mode.

1. Navigate to page 10 of the wizard.
2. Click the Location Trait Details button. The Location Trait Details window is displayed.

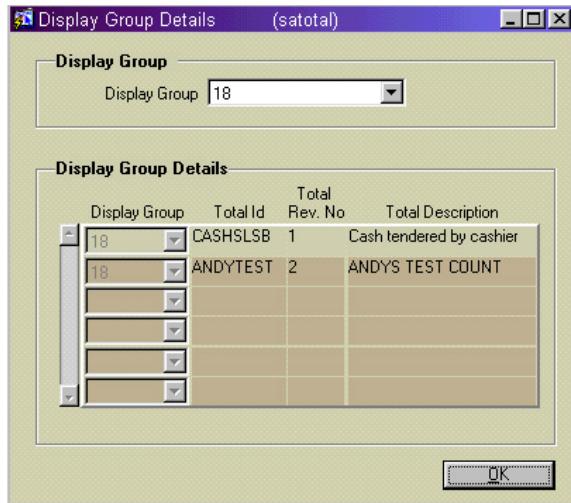


3. Click OK to exit.

View the Display Group Details

⦿ **Navigate:** Search for and retrieve the totals definition in View or Edit mode.

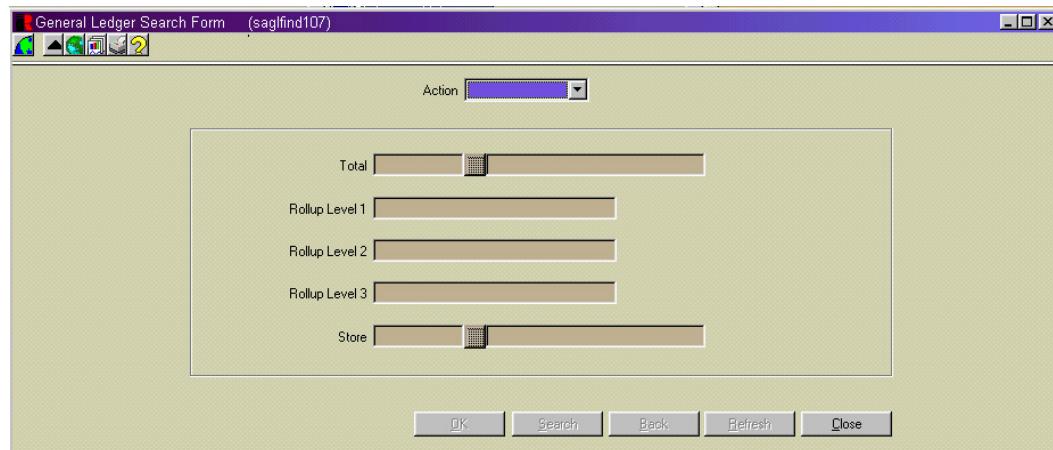
1. Navigate to page 3 of the wizard.
2. Click the Display Group Details button. The Display Group Details window is displayed.



3. Click OK to exit.

Search for a General Ledger Total

➲ **Navigate:** From the main menu, select Action → Sales Audit → Control → Setup → GL Account Maintenance. The General Ledger Search Form window is displayed.



1. In the Action menu, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The window displays the totals that match the search criteria in a table.

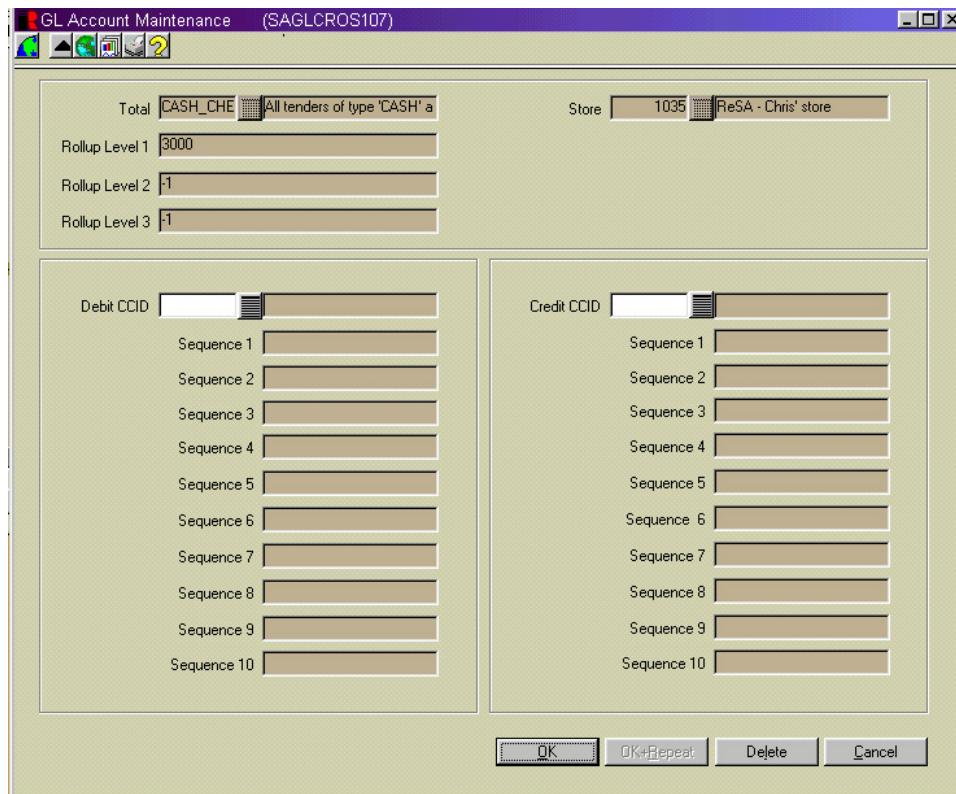
Note: To view the GL Account Maintenance window, select a total and click OK.

4. Click OK to exit.

Edit General Ledger Account Totals

➲ **Navigate:** Search for and retrieve a general ledger total in Edit mode.

1. Select the desired total and click the OK button. The GL Account Maintenance window is displayed.



2. In the Debit CCID field, enter or edit the number, or click the LOV button and select the number. The Sequence fields are filled in with the information specific to the code combination.
3. In the Credit CCID field, enter or edit the number, or click the LOV button and select the number. The Sequence fields are filled in with the information specific to the code combination.
4. To delete a general ledger debit or credit:
 - a. Select a debit or credit CCID.
 - b. Click the Delete button.
 - c. When prompted to delete the record, click the Yes button.
5. Click OK to exit.

Enter Total Levels into a General Ledger Account

➲ **Navigate:** Search for a general ledger total in New mode. The GL Account Maintenance window is displayed.

1. In the Total field, enter a total ID, or click the LOV button and select a total.
2. In the Store field, enter a store ID, or click the LOV button and select a store.
3. In the Roll-Up Level fields, enter rollup levels 1, 2 and 3.
4. In the Debit CCID field, enter a debit code, or click the LOV button and select the code.
5. In the Credit CCID field, enter a credit code, or click the LOV button and select the code.
6. Click OK to save the changes and exit the window.

Chapter 3: Automated Audit

Overview

The Automated Audit module is used to define the rules you will be using in your sales auditing process. This is a complicated process that requires familiarity with the Retek Sales Audit System.

The two main components of the Automated Audit module are Validation, and Error Handling.

Validation

The Automated Audit performs the following validation tasks on the RTLOG files:

- File level validation: Duplicate transactions, gaps in the sequence number, and incomplete records are recorded.
- Transaction type validation: Sale and Return transactions require item, tender, tax, and customer information. Void, No Sale, Open, and Daily Store Conditions transactions do not require transaction details. Pull, Paid In, Paid Out, Close, Declare, and Loan transactions require tender information. Paid In and Paid Out transactions must also have a valid reason code.
- Transaction level validation: The store number must be the same for all transactions within a single file. The transaction date must be within the parameter defined for post-dated transactions. The sum of the items in a transaction minus any discounts plus taxes must equal the tendered amount.
- Record level validation: The transaction type must be valid. Item numbers must be valid. Gift certificate and credit voucher numbers must be valid.
- Tender type validation: The tender type must be valid. Gift certificate and credit voucher numbers must be valid and not previously redeemed.
- Discount validation: The type of discount must be valid. The value of the discount must not exceed the predefined system setting.
- Tax and customer type validation: The type of tax must be valid. The customer type must be valid.

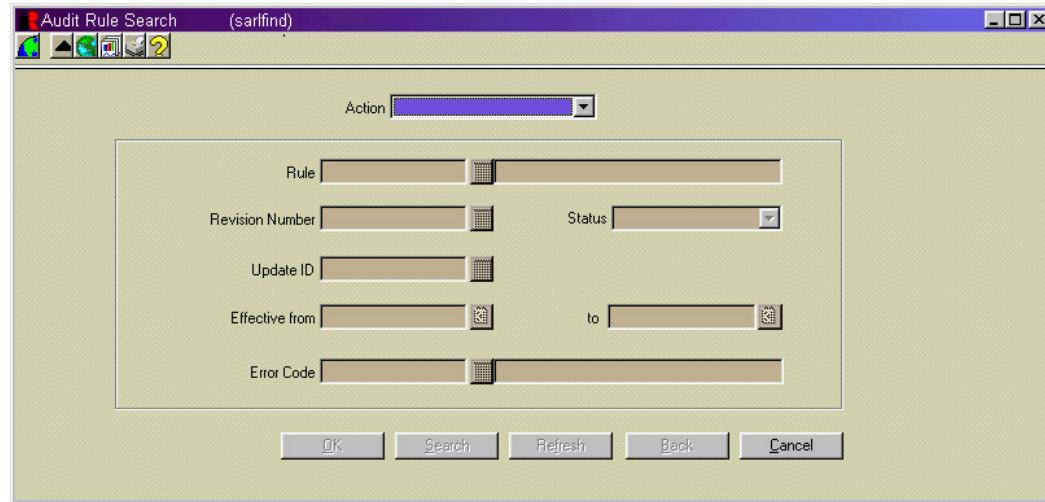
Error Handling

As discrepancies are recorded, the Automated Audit handles errors in the following manner.

- Defines each error in terms of the system impacted: All errors for a system must be corrected before the transaction can be passed to an external system.
- Records all reasons for a failed transaction: Auditors use that information to correct errors. The corrected data can be passed to external systems.
- Exports are determined by the Sales Audit system options: Transactions can be exported to external systems if there are no errors for the store day. Those with errors cannot be exported until corrected manually by an auditor.

Search for an Audit Rule

➲ **Navigate:** From the main menu, select Action → Sales Audit → Control → Audit Rule Maintenance. The Audit Rule Search window is displayed.

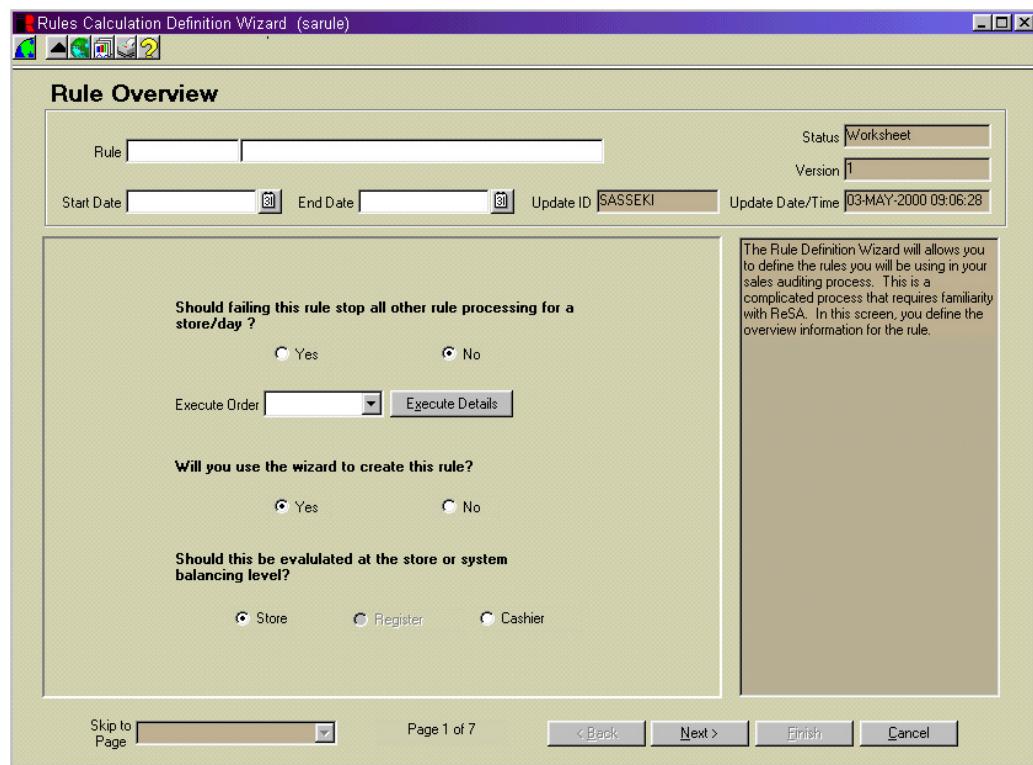


1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The Find Audit Rule window displays the rules that match the search criteria.
4. Select a task:
 - To perform another search, click the Refresh button or the Back button.
 - To display the rule information, select a record and click OK. The Rules Calculation Definition window is displayed.
5. Click Close to exit.

Create a Rules Calculation Definition

➲ **Navigate:** From the main menu, select Action → Sales Audit → Control → Audit Rule Maintenance. The Find Audit Rule window is displayed.

1. In the Action menu, select New to set up a new audit rule definition in the wizard.
2. Click OK. The Rules Calculation Definition Wizard is displayed.

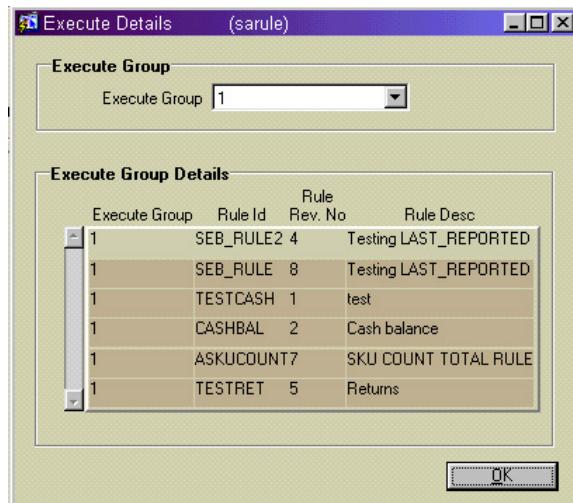


3. Follow the directions on the right side of the wizard to complete the rule definition.

View the Execute Group Details

➲ **Navigate:** Search for and retrieve the rules definition in View or Edit mode.

1. On page 1 of the wizard, click the Execute Details button. The Execute Details window is displayed.



2. Click OK to exit.

View the Location Trait Details

➲ **Navigate:** Search for and retrieve the rules definition in View or Edit mode.

1. Navigate to page 7 of the wizard.
2. Click the Location Trait Details button. The Location Trait Details window is displayed.



3. Click OK to exit.

Chapter 4: Import and Export Data

Overview

Transactions that have been corrected in the interactive audit process are extracted from the database tables in the Sales Audit program. The information is written to interface files that can be used by external systems. A batch program updates the staging indicators on the Transaction Detail [satrdetl] window. These indicate to which external systems the transaction details were exported.

The programs that are interfaced with the export data process are:

- Retek Merchandising System (RMS)
- Retek Data Warehouse (RDW)

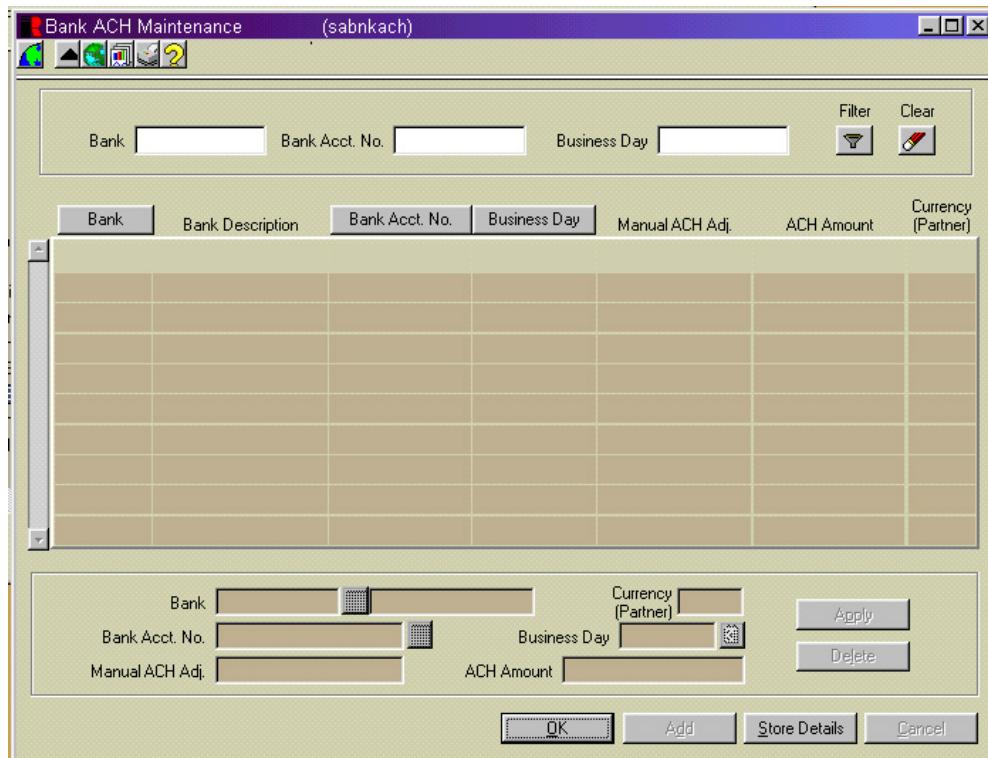
If a previous revision of a transaction was exported, a reversal of the revision is also included in the transmission. Transactions that have a status of Deleted are also selected. If they already were staged to the Retek applications, a reversal entry is sent. After all reversal entries are created, the reversed transactions are deleted from the transaction tables.

Export Data

A batch program extracts transactions with the status of Passed, Non-fatal, and Delete. The data is exported to temporary staging tables where additional batch programs manipulate the data and pass it to external systems, such as RMS or RDW.

View Bank ACH Transactions

➲ **Navigate:** From the main menu, select Action → Sales Audit → Additional Operations → ACH Maintenance → Bank ACH Maintenance → View. The Bank ACH Maintenance window is displayed.



1. The selected bank ACH information is displayed.
 - To change the sort order by bank, business day, or bank account, click the Bank button, the Business Day button, or the Bank Account button.
 - To filter by bank, enter a bank number in the bank field and click the Filter button.
 - To filter by bank account number, enter an account number in the Bank Acct No field and click the Filter button.
 - To filter by business day, enter a date in the business day field and click the Filter button.
2. Click OK to exit.

Add a Bank ACH Transaction Amount

➲ **Navigate:** From the main menu, select Action → Sales Audit → Additional Operations → ACH Maintenance → Bank ACH Maintenance → Edit. The Bank ACH Maintenance window is displayed.

1. The selected Bank ACH information is displayed.

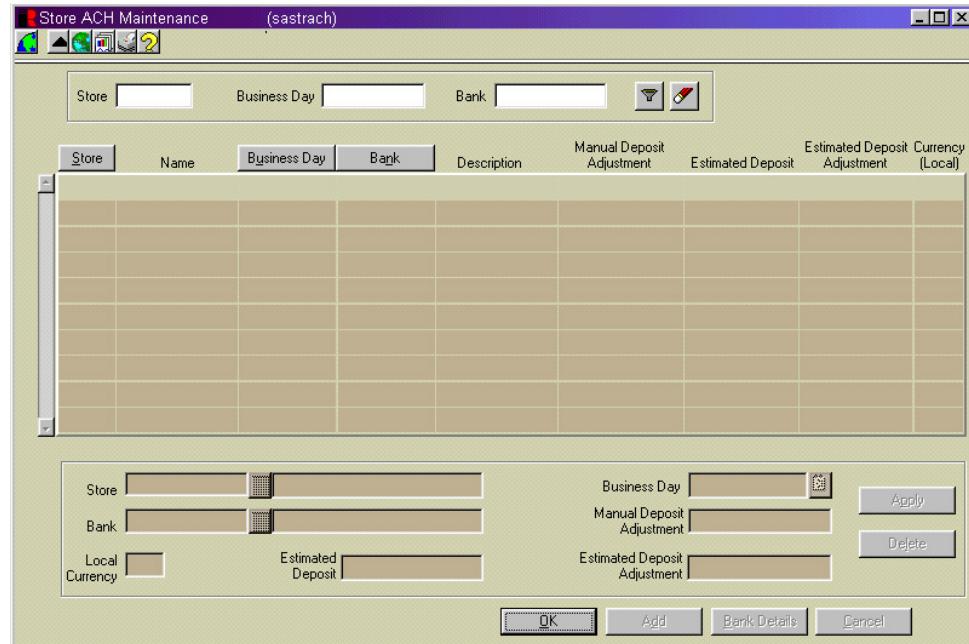
Note: To change the sort order by bank, business day, or bank account, click the Bank button, the Business Day button, or the Bank Account button.

2. Click the Add button.
3. In the Bank field, enter a unique bank ID, or click the LOV button and select a bank.
4. In the Bank Acct No field, enter a bank account number, or click the LOV button and select a bank account number.
5. In the Manual ACH Adjustment field, enter an amount.
6. In the Business Day field, enter a business day, or click the calendar button and select the date.
7. Click the Apply button.
8. Click OK to exit.

View Store Details

➲ **Navigate:** From the main menu, select Action → Sales Audit → Additional Operations → ACH Maintenance → Bank ACH Maintenance → View. The Bank ACH Maintenance window is displayed.

1. Click the Store Details button. The Store ACH Maintenance window is displayed.



2. Click OK to exit.

View the Bank/Store Relationships

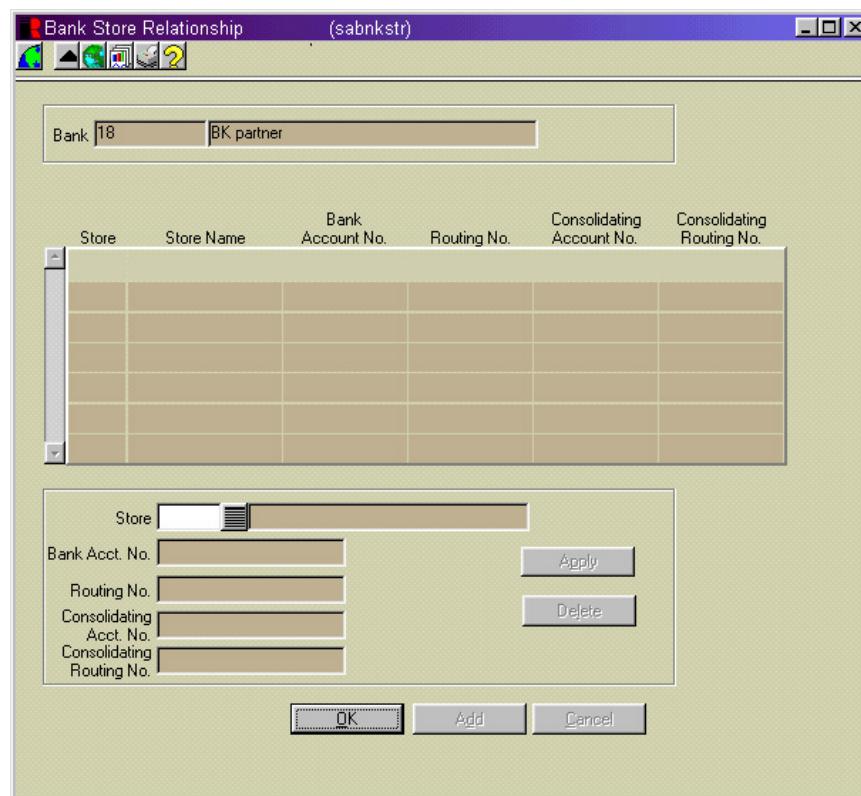
Note: In order to access this window, you must first select a partner.

⦿ **Navigate:** From the main menu, select Control → Partner. The Partner Find window is displayed.

1. In the Action field, select Edit or View.

Note: If you plan to add or edit bank/store attributes, you must select Edit.

2. In the Partner Type field, select bank.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click the Search button. The Partner Find window displays the partners that match the search criteria.
5. Select a record and click OK. The Partner Maintenance window is displayed with the selected partner information.
6. From the Options menu, select Store. The Bank Store Relationship window is displayed.



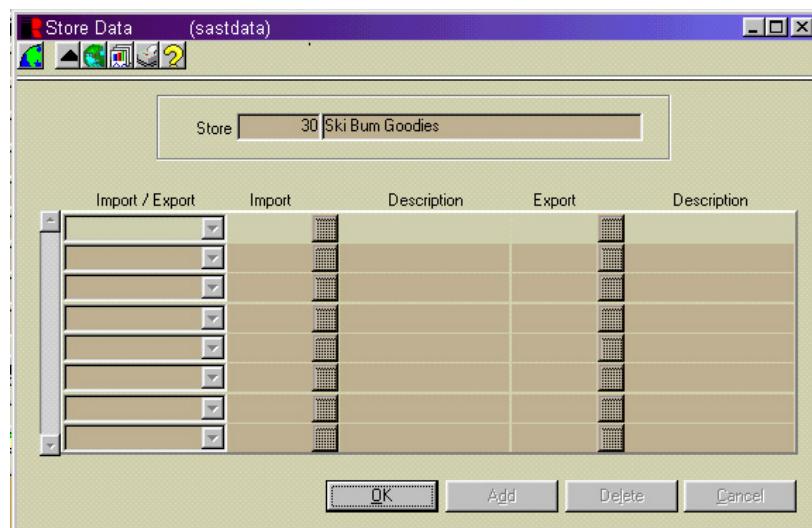
Edit a Bank/Store Relationship

- ➲ **Navigate:** Search for and retrieve a bank/store relationship in Edit mode.
 1. Click the desired Bank/Store record to be edited.
 2. Edit the ACH Acct No, Bank Acct No, and Routing No fields as necessary.
 3. Click the Apply button.
 4. To delete a bank/store relationship:
 - a. Select a bank/store record.
 - b. Click the Delete button.
 - c. When prompted to delete the record, click the Yes button.
 5. Click OK to exit.

View the Import/Export Data Files for a Store

➲ **Navigate:** From the RMS main menu, select Action → Organizational Hierarchy. The Organizational Hierarchy Main window is displayed.

1. Click the Store field. A list of stores is displayed.
2. Select the desired store record and click either the View or Edit button. The Store Maintenance window is displayed.
3. From the Options Menu, select Store Data. The Store Data window is displayed.



4. Click OK to exit.

Edit an Import/Export Data File for a Store

➲ **Navigate:** From the RMS main menu, select Action → Organizational Hierarchy. The Organizational Hierarchy Main window is displayed.

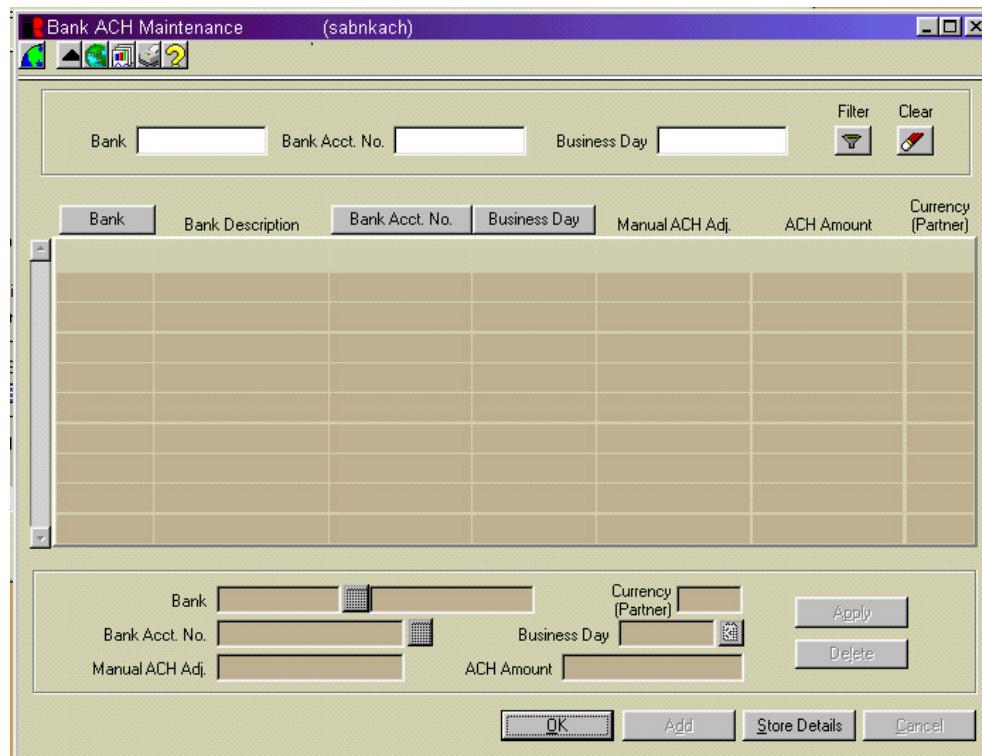
1. Click the Store field. A list of stores is displayed.
2. Select the desired store record and click the Edit button. The Store Maintenance window is displayed.
3. From the Options menu, select Store Data. The Store Data window is displayed.
4. Edit the Import or Export fields as necessary.
5. Click the OK button to save changes and exit the window.

View the Store's Bank ACH Transactions

➲ **Navigate:** From the main menu, select Action → Sales Audit → Additional Operations → ACH Maintenance → Store ACH Maintenance → View. The Store ACH Maintenance window is displayed.

Note: To filter the list of transactions by store, by business day, or by bank, enter a store name, a business date, or a bank name in the appropriate filter field and click the Filter button.

1. Click the Bank Details button. The Bank ACH Maintenance window is displayed.

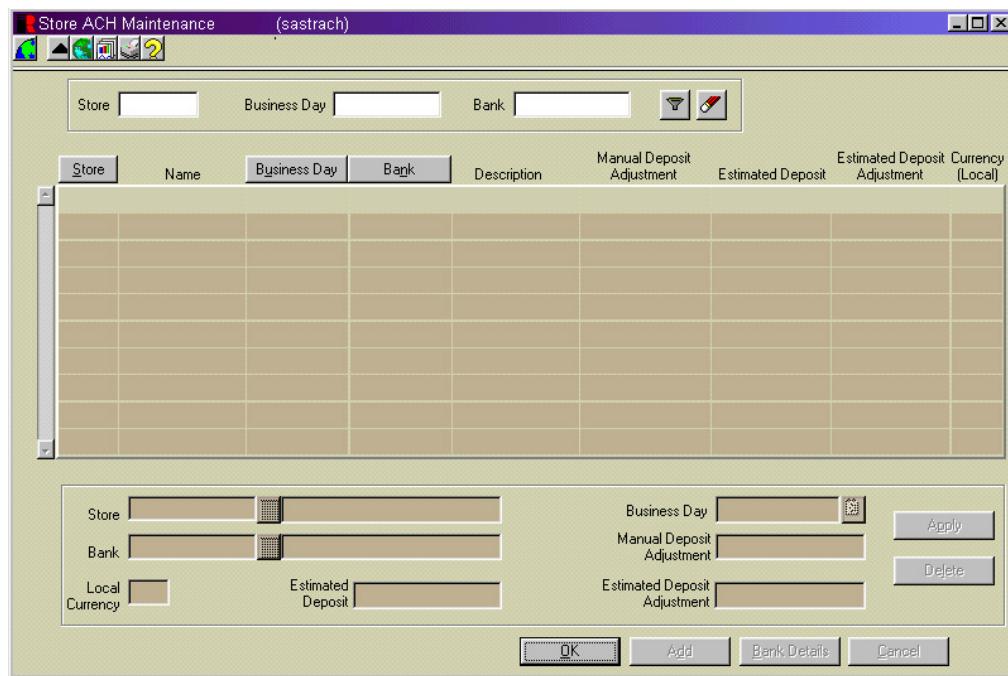


Note: To change the sort order by store, business day, or bank, click the Store button, the Business Day button, or the Bank button.

2. Click OK to exit.

Add a Store ACH Transaction Amount

➲ **Navigate:** From the main menu, select Action → Sales Audit → Additional Operations → ACH Maintenance → Store ACH Maintenance → Edit. The Store ACH Maintenance window is displayed.



1. The selected store ACH information is displayed.

Note: To change the sort order by store, business day, or bank, click the Store button, the Business Day button, or the Bank button.

2. Click the Add button.
3. In the Store field, enter a store ID number, or click the LOV button and select a store.
4. In the Bank field, enter a bank ID number, or click the LOV button and select a bank.
5. In the Business Day field, enter a business day, or click the calendar button and select the date.
6. In the Manual Deposit Adjustment field, enter an amount.
7. Click the Apply button.
8. Click OK to exit.

Chapter 5: Interactive Audit

Overview

At the end of the day, transactions are transmitted from the store to the head office, loaded to the database, totaled, audited, and then reviewed. This data is then ready to be exported. The interactive audit module allows you, the auditor, to investigate and correct errors in the POS transactions. You can review the transactions that were flagged by the Automated Audit process.

Any errors that are generated as part of the validation process must be either corrected or overridden by both the store employee performing the review as well as a corporate auditor. In order to indicate to the corporate employee that the store has reviewed the data and is satisfied, when the store employee has completed the correction process, they will set the store/day status to Closed. Prior to this, the data is only viewable by the corporate auditor. Once the store/day has been closed, the data is editable by the corporate auditor, but only viewable by the store employee.

The corporate auditor must review any errors that were not correctable, and thus overridden by the store. They can then either correct errors at that point if they are able to, or override them, at which point the store/day audit status is set to Audited, and is available for export to external systems.

You can use Interactive Audit to:

- Correct transaction errors and edit data of individual transactions.
- Investigate and correct missing transactions by store or balancing level.
- Delete transactions that meet certain criteria.

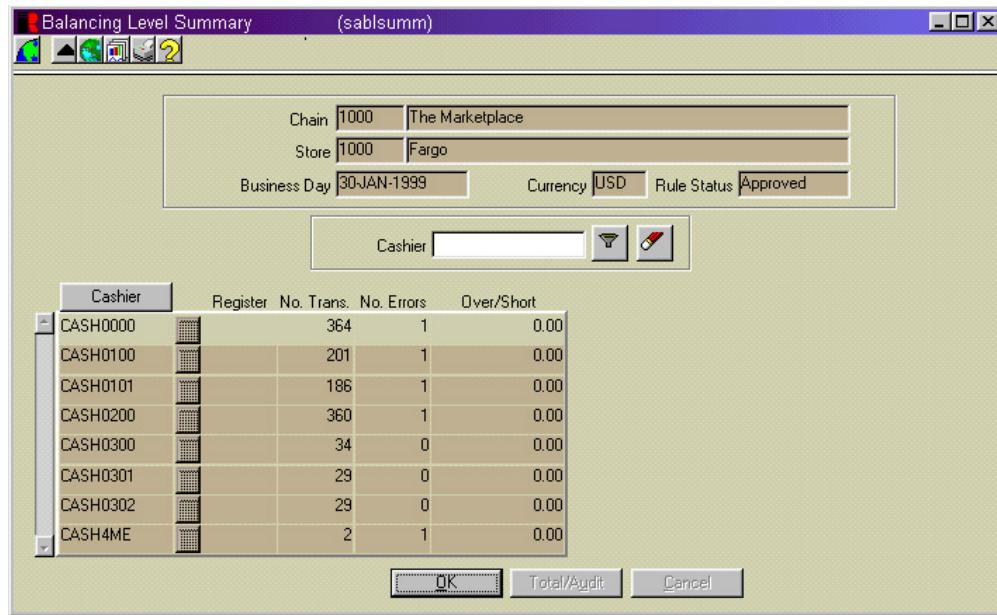
Transactions may have many types of errors. You review and correct these errors manually. You can also review missing transactions or those that have passed the Automated Audit and edit the data as needed. You can delete, invalid or missing transactions from the system. Corrected transactions are exported to external systems by a batch program.

You can view summaries of transaction totals calculated by store, balancing level, and tender. You can also view the details of the individual transactions included in the summary.

View Store Day Information by Balancing Level

➲ **Navigate:** Search for and retrieve a store in View mode.

1. Select the store for which you want to view transaction totals.
2. From the Options menu, select Cashier/Register Summary. The Balancing Level Summary window is displayed.



Note: The Options menu displays only the default balance level set in your system. Only one or the other is displayed.

3. You can use the Options menu to change how the totals are displayed, and to view additional balancing level information:
 - Select Primary or Local to change amounts between primary and local currency.
 - Select Over/Short to navigate to the Over/Short Totals window.
 - Select Miscellaneous Totals to navigate to the Miscellaneous Totals window.
 - Select Error List to navigate to the Error List window.
4. Click OK to exit.

Add Store Day Balancing Level Information

➲ **Navigate:** Search for and retrieve a store in Edit mode.

1. Select the store for which you want to add balancing level information.
2. From the Options menu, select Cashier/Register Summary. The Balancing Level Summary window is displayed.

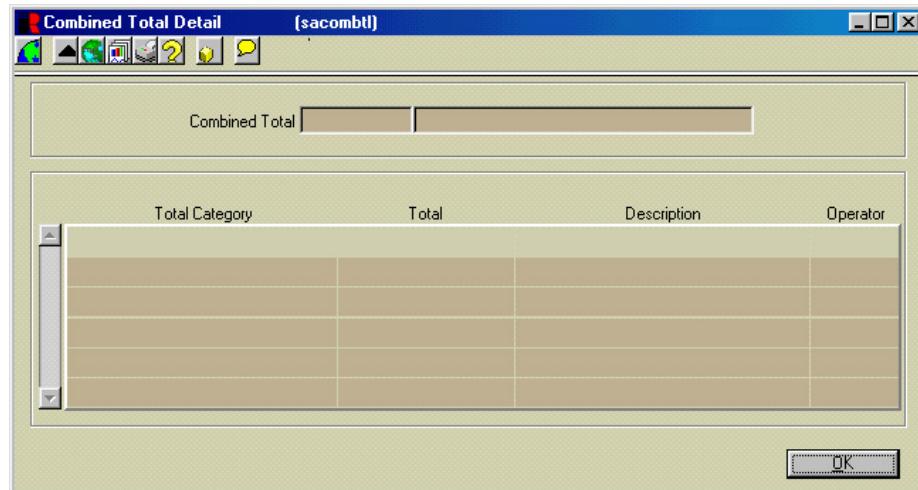
Note: The Options menu displays only the default balance level set in your system. Only one or the other is displayed.

3. Click the Add button.
4. In the Register/Cashier field, enter a unique Register or Cashier number.
5. In the Start Time field, enter the start date and time for the transaction, or click the calendar button and select the start time.
6. In the End Time field, enter the ending time of the transaction, or click the calendar button and select the end time.
7. Click OK. A message displays confirming that your record has been added.
8. Click OK to exit.

View Combined Totals

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store Close/Audit window. The Store Day Find window is displayed.

1. Search for and retrieve a store in View mode.
2. From the Options menu, select Store Day Summary. The Store Day Summary window is displayed.
3. From the Options menu, select Miscellaneous Totals. The Miscellaneous Totals window is displayed.
4. Select a row that is a combined total and click the Details button. The Combined Total Detail window is displayed.

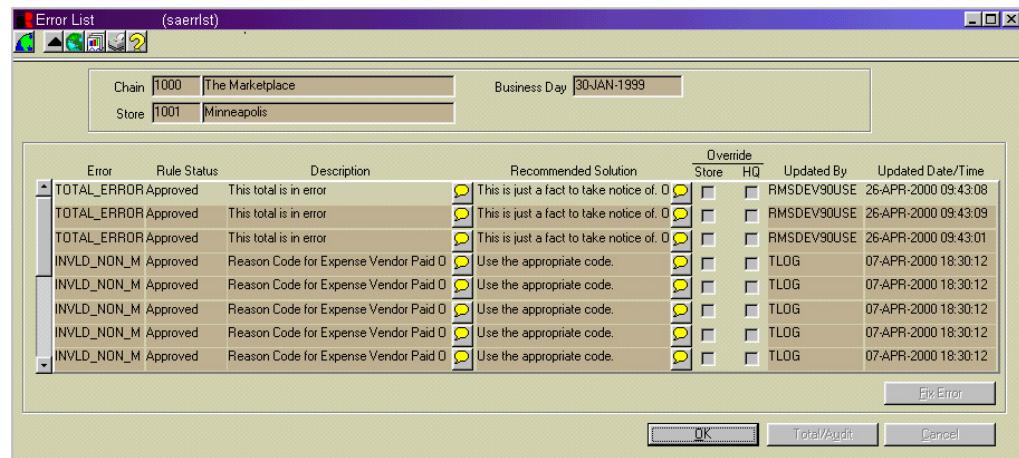


5. Click OK to exit.

View the Error List

⦿ **Navigate:** From the main menu, select Action → Sales Audit → Store Close/Audit. The Store Day Find window is displayed.

1. Search for and retrieve a store in View mode.
2. From the Options menu, select Error List. The Error List window is displayed.



3. Click OK to exit.

Fix an Error

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store Close/Audit window. The Store Day Find window is displayed.

1. Search for and retrieve a store in Edit mode.
2. From the Options menu, select Error List. The Error List window is displayed.
3. Select the error from the list and click the Fix Error button. The window that will allow you to correct the error is displayed.

Note: If the error is in the transaction detail, over/short, miscellaneous total, or missing transaction category, you can navigate to the appropriate window from the Options menu to fix the error.

4. Correct the error on the appropriate field within the window.
5. Click OK to exit.

Override an Error

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store Close/Audit window. The Store Day Find window is displayed.

1. Search for and retrieve a store in Edit mode.
2. From the Options menu, select the Error List. The Error List window is displayed.
3. Select the error from the list.
4. Select Store Override, or HQ Override for the error type.

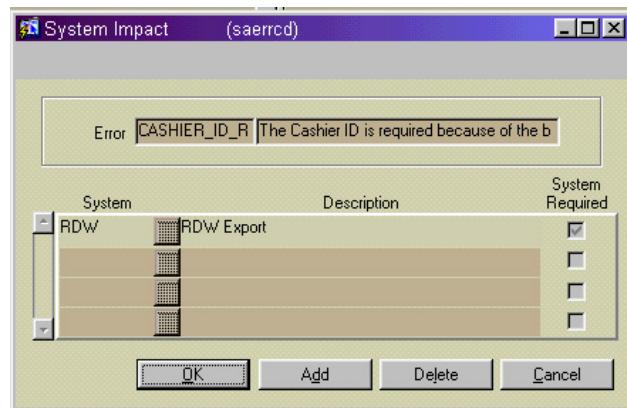
Note: Only one of the two checkboxes is enabled depending on your employee setup.

5. Click OK to exit.

View the System Impacted by an Error

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store Close/Audit window. The Store Day Find window is displayed.

1. Search for and retrieve a store in Edit mode.
2. From the Options menu, select the Error List. The Error List window is displayed.
3. From the Options menu, select System Impact. The System Impact window is displayed.

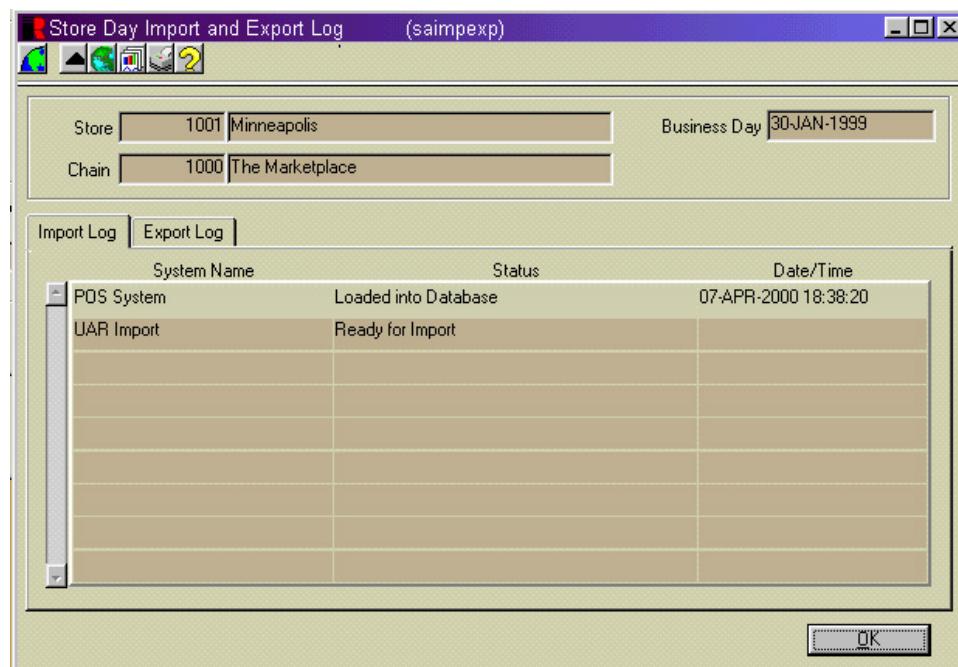


4. Click the OK button. The Error List window is re-displayed.
5. Click OK to exit.

View the Import Log

- ⦿ **Navigate:** From the main menu, select Action → Sales Audit → Store/Close Audit. The Store Day Find window is displayed.

1. Search for and retrieve a store in View mode.
2. From the Options menu, select Store Day Summary. The Store Day Summary window is displayed.
3. From the Options menu, select Import/Export Log. The Store Day Import/Export Log window is displayed with the Import Log showing.



4. Click OK to exit.

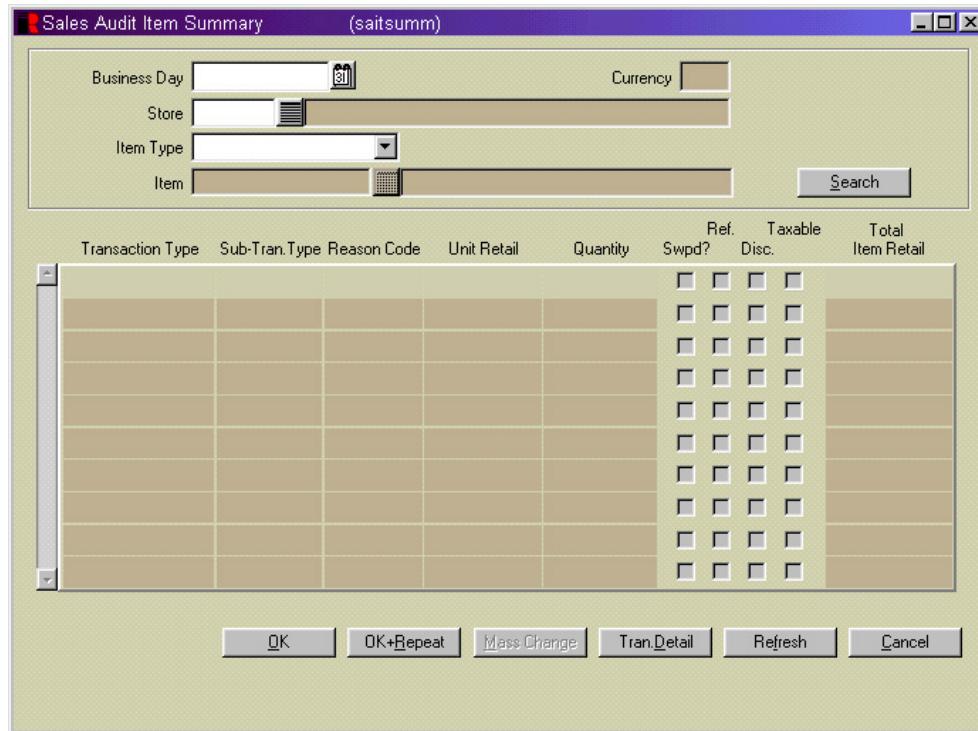
View the Export Log

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store/Close Audit. The Store Day Find window is displayed.

1. Search for and retrieve a store in View mode.
2. From the Options menu, select Store Day Summary. The Store Day Summary window is displayed.
3. From the Options menu, select Import/Export Log. The Store Day Import and Export Log window is displayed with the Import Log showing.
4. Click the Export Log tab. The Export Log is displayed.
5. Click OK to exit.

Search for an Item Summary

➲ **Navigate:** From the RMS main menu, select Action → Sales Audit → Additional Operations → Summary → Item Summary → View. The Sales Audit Item Summary window is displayed.



1. In the Business Day field, enter a business day, or click the calendar button and select the date.
2. In the Store field, enter a store number, or click the LOV button and select a store.
3. In the Item Type field, select an item type.
4. In the Item field, enter an item number or click the LOV button and select the item.
5. Click the Search button. The table displays the items that match the search criteria.
6. Click OK to exit, or click the OK+Repeat button to save the data and initiate another search.

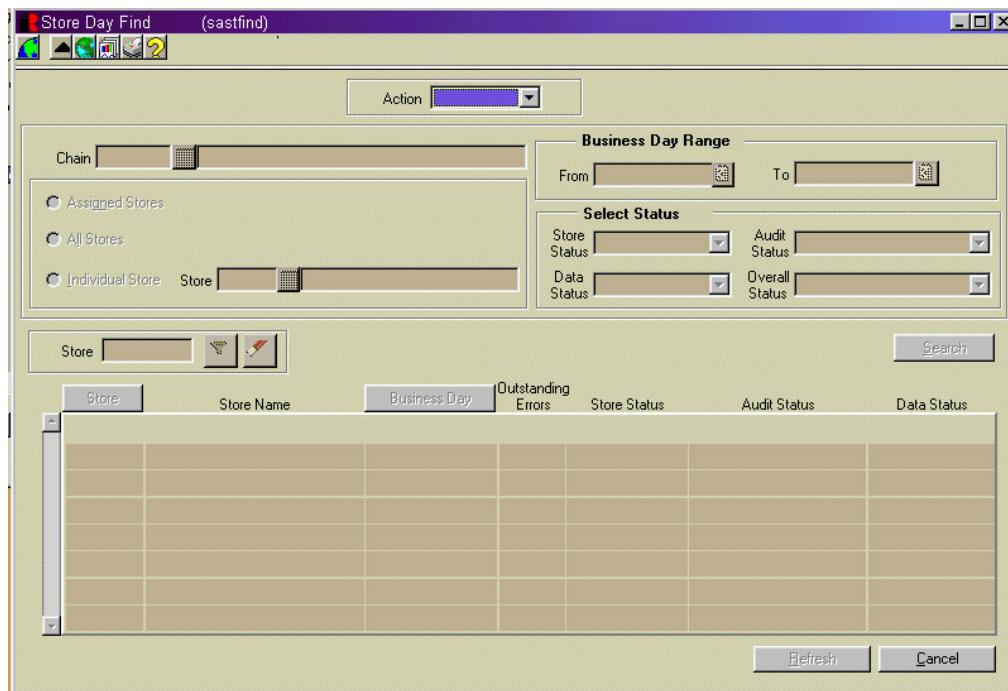
Perform a Mass Change for an Item Summary

➲ **Navigate:** From the RMS main menu, select Action → Sales Audit → Additional Operations → Summary → Item Summary → View. The Sales Audit Item Summary window is displayed.

1. Search for an item summary.
2. Select a transaction record to be changed.
3. Click the Mass Change button. The Mass Change window is displayed.
4. From the New Item Type field, select an item type.
5. In the Change To field, enter the SKU or UPC ID, or use the LOV button to select the SKU or UPC.
6. Click OK to save changes and return to the Sales Audit Item Summary window.

Search for a Store

⦿ **Navigate:** From the main menu, select Action → Sales Audit → Store Close/Audit. The Store Day Find window is displayed.

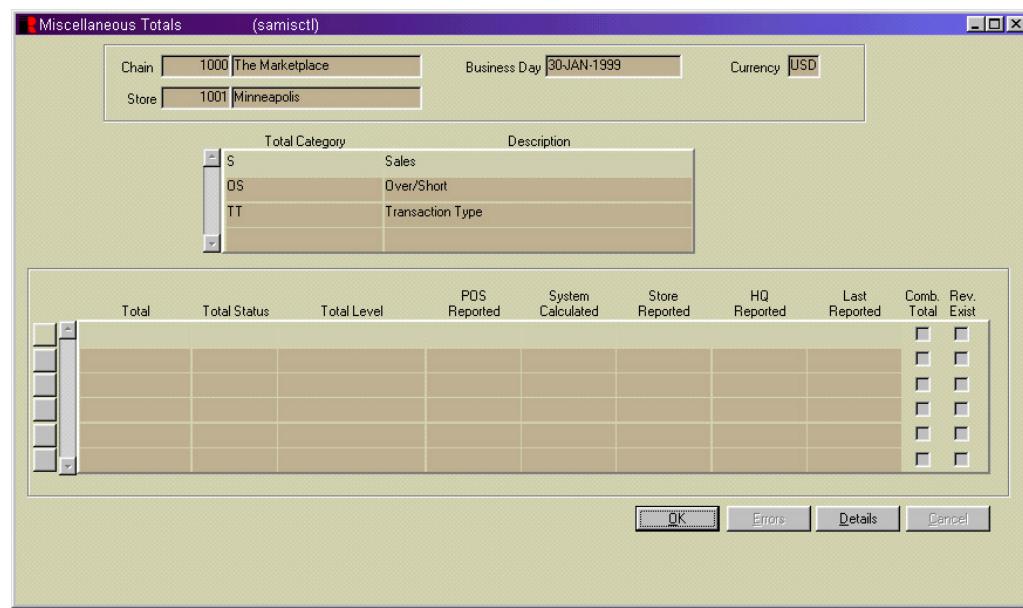


1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. A list of selected stores is displayed by business date.
4. To perform another search, click the Refresh button.
5. Click the Close button to exit.

View Miscellaneous Totals

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store/Close Audit. The Store Day Find window is displayed.

1. Search for and retrieve a store in View mode.
2. From the Options menu, select Store Day Summary. The Store Day Summary window is displayed.
3. From the Options menu, select Miscellaneous Totals. The Miscellaneous Totals window is displayed.



4. Click OK to exit.

Edit a Miscellaneous Total

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store/Close Audit. The Store Day Find window is displayed.

1. Search for and retrieve a store in View mode.
2. From the Options menu, select the Store Day Summary option. The Store Day Summary window is displayed.
3. From the Options menu, select the Miscellaneous Totals option. The Miscellaneous Totals window is displayed.

Note: You can also access the Miscellaneous Totals window via the Options menu on the Error List and Balance Level Summary windows.

4. Edit the totals in the Store Reported column, or the HQ Reported column as necessary.

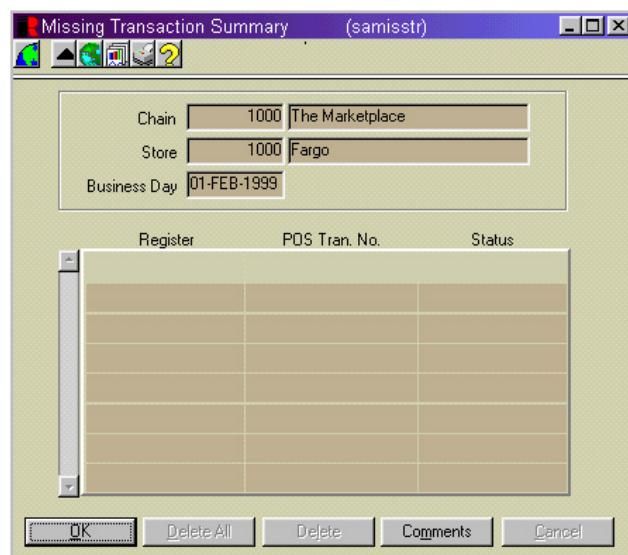
Note: The column that is enabled is based on your Oracle role and the field-level access granted to that role via the Field-Level Access window. The Store Reported column should be used for updates from the store, while the HQ Reported column should be used for updates from the corporate office.

5. Click OK to exit.

View Missing Transactions

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store/Close Audit. The Store Day Find window is displayed.

1. Search for and retrieve a store in View mode.
2. From the Options menu, select the Store Day Summary option. The Store Day Summary window is displayed.
3. From the Options menu, select Missing Transactions. The Missing Transaction Summary window is displayed.



Note: Click the comments button to view comments about the missing transaction.

4. Click OK to exit.

Add Details to a Missing Transaction

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store/Close Audit. The Store Day Find window is displayed.

1. Search for and retrieve a store in View mode.
2. From the Options menu, select the Store Day Summary option. The Store Day Summary window is displayed.
3. From the Options menu, select Missing Transactions. The Missing Transaction Summary window is displayed.
4. Select a POS transaction that requires added details.
5. From the Options menu, select Add Details. The Transaction Detail window is displayed.
6. Enter the details of the transaction in the appropriate fields.

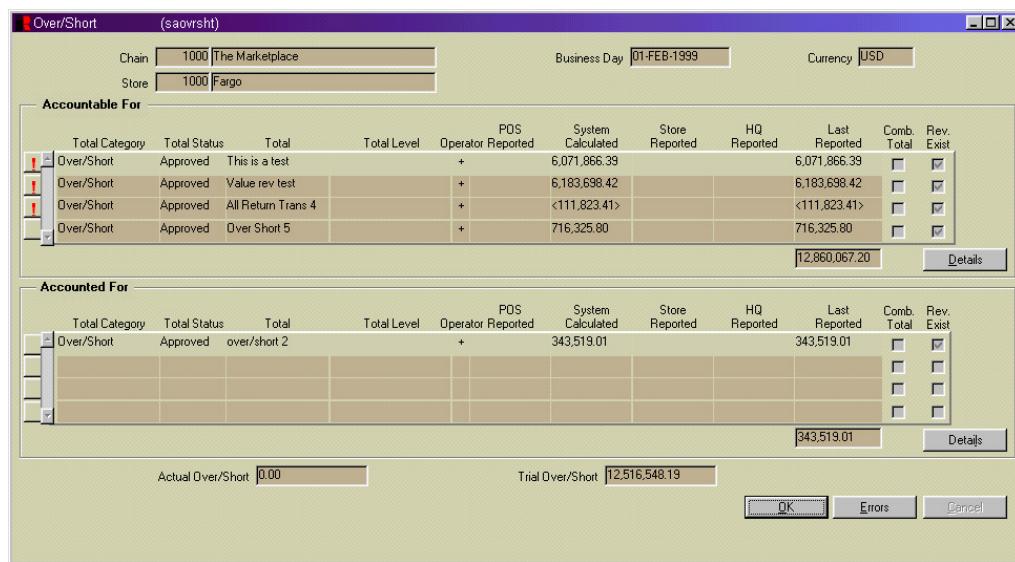
Note Refer to the Transaction Detail window topic for more information about these fields.

7. Click OK to exit.

View Over/Short totals

⦿ **Navigate:** From the main menu, select Action → Sales Audit → Store/Close Audit. The Store Day Find window is displayed.

1. Search for and retrieve a store in View mode.
2. From the Options menu, select the Store Day Summary option. The Store Day Summary window is displayed.
3. From the Options menu, select the Over/Short totals. The Over/Short window is displayed.



Note: You can also access the Over/Short window via the Options menu on the Error List and Balance Level Summary windows.

4. Click OK to exit.

Edit Over/Short totals

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store/Close Audit. The Store Day Find window is displayed.

1. Search for and retrieve a store in Edit mode.
2. From the Options menu, select Store Day Summary. The Store Day Summary window is displayed.
3. From the Options menu, select Over/Short Totals. The Over/Short window is displayed.

Note: You can also access the Over/Short window via the Options menu on the Error List and Balance Level Summary windows.

4. In either the Store Reported Field, or the HQ Reported field of the Accountable For table, enter an amount.

Note: The column that is enabled is based on your Oracle role and the field-level access granted to that role via the Field-Level Access window. The Store Reported column should be used for updates from the store, while the HQ Reported column should be used for updates from the corporate office.

5. In either the Store Reported Field, or the HQ Reported field of the Accounted For table, enter an amount.

Note: To see more details of any combined total amount, select the amount and click the Details button. The Combined Total Detail window is displayed.

6. Click OK to exit.

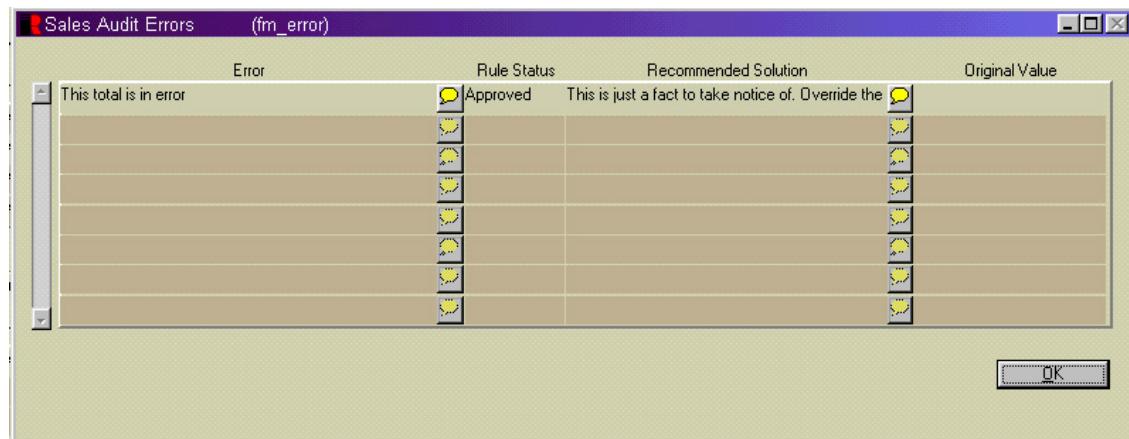
View Over Short Errors

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store/Close Audit. The Store Day Find window is displayed.

1. Search for and retrieve a store in Edit or View mode.
2. From the Options menu, select the Store Day Summary option. The Store Day Summary window is displayed.
3. From the Options menu, select Over/Short Totals. The Over/Short window is displayed.

Note: You can also access the Over/Short window via the Options menu on the Error List and Balance Level Summary windows.

4. Select a total with errors, as indicated by the red exclamation mark next to the total record, and click the Errors button. The Sales Audit Errors window is displayed.

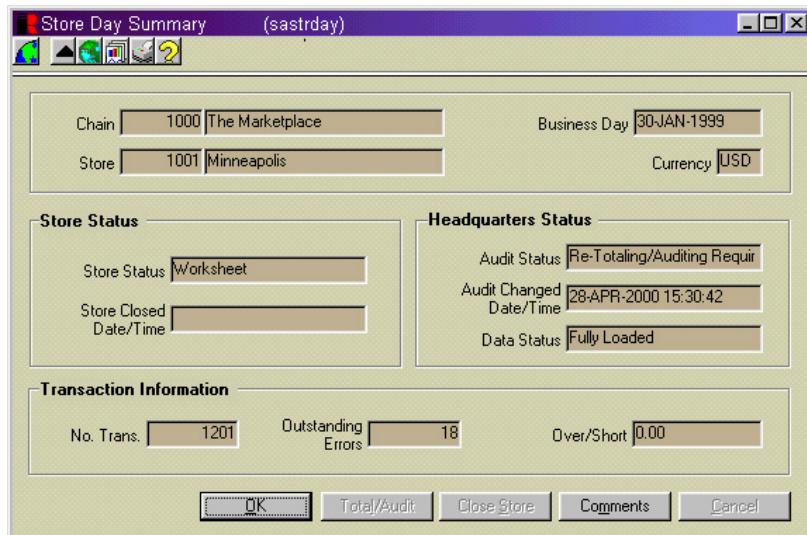


5. Click OK to exit.

View a Summary for a Store Day

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store Close/Audit. The Store Day Find window is displayed.

1. Search for a store.
2. Select the desired store.
3. From the Options menu, select Store Day Summary. The Store Day Summary window is displayed.



Close a Store Day

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store Close/Audit. The Store Day Find window is displayed.

1. Search for a store in Edit mode.
2. Select the desired store.
3. From the Options menu, select Store Day Summary. The Store Day Summary window is displayed.

Note: For retailers using the Oracle Site Fuels Management (SFM) product, its day close process has been integrated with the Sales Audit day close. In order to close the day in Sales Audit, it must first be closed in SFM for all stores selling fuel.

4. Click the Close/Store button. If there are no outstanding errors, a confirmation window is displayed.

Note: You can resolve outstanding errors by navigating to the Error List window from the Options menu.

5. When prompted to confirm the close, click the Yes button.
6. Click OK to exit.

Delete Transactions from a Store Day

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store Close/Audit. The Store Day Find window is displayed.

1. Search for a store in Edit mode.
2. Select the desired store.
3. From the Options menu, select Store Day Summary. The Store Day Summary window is displayed.
4. From the Options menu, select Delete Store Day.
5. When prompted to delete the store day transactions, click Yes.
6. Click OK to exit.

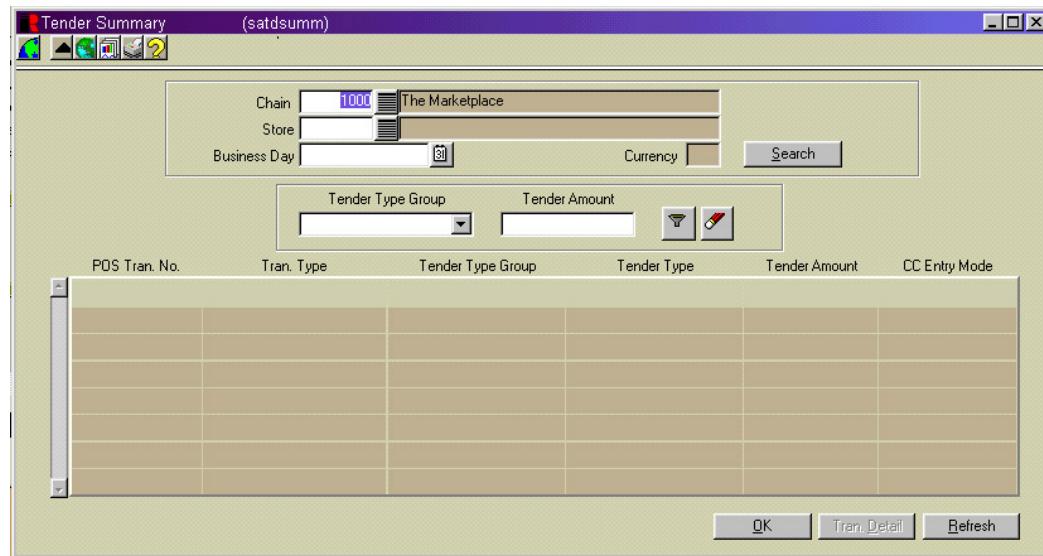
Enter Store Day Comments

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store Close/Audit. The Store Day Find window is displayed.

1. Search for a store in Edit mode.
2. Select the desired store.
3. From the Options menu, select Store Day Summary. The Store Day Summary window is displayed.
4. Click the comments button. The Comments window is displayed.
5. Click the Add button.
6. On the next available line, enter a comment about the store day.
7. Click OK to exit.

View Transaction Totals by Tender

➲ **Navigate:** From the main menu, select Action → Sales Audit → Additional Operations → Summary → Tender Summary. The Tender Summary window is displayed.

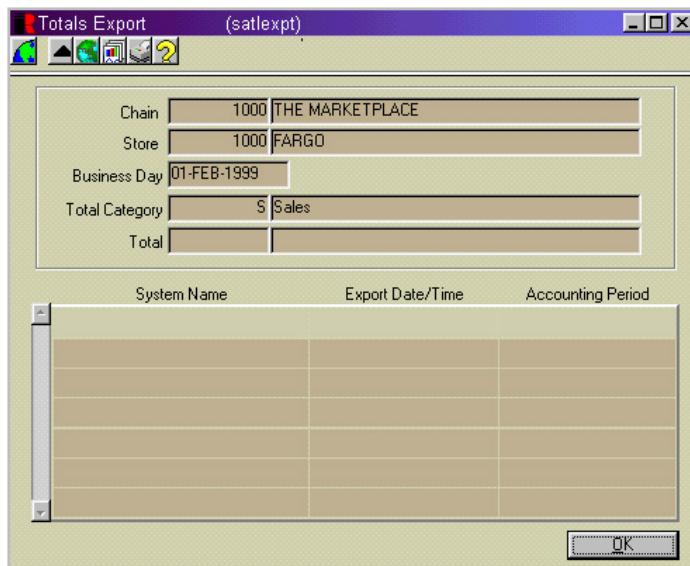


1. Search for a store:
 - a. In the Chain field, enter the ID of a chain, or click the LOV button and select a chain.
 - b. In the Store field, enter the ID of a store, or click the LOV button and select a store. This field is optional.
 - c. In the Business day, enter the business date, or click the calendar button and select a date.
 - d. Click the Search button. The transaction types for the specified store day are displayed.
2. To filter the list of transactions by tender type or tender amount, enter a tender type group and/or a tender amount in the filter fields, and click the Filter button.
3. To view more details about the transaction, select the transaction and click the Tran. Detail button. The Transaction Detail window is displayed.
4. Click OK to exit.

View the Total Exports

➲ **Navigate:** From the main menu, select Action → Sales Audit → Store/Close Audit. The Store Day Find window is displayed.

1. Search for and retrieve a store in View mode.
2. From the Options menu, select Store Day Summary. The Store Day Summary window is displayed.
3. From the Options menu, select Miscellaneous Totals. The Miscellaneous Totals window is displayed.
4. From the Options menu, select Exports. The Totals Export window appears.

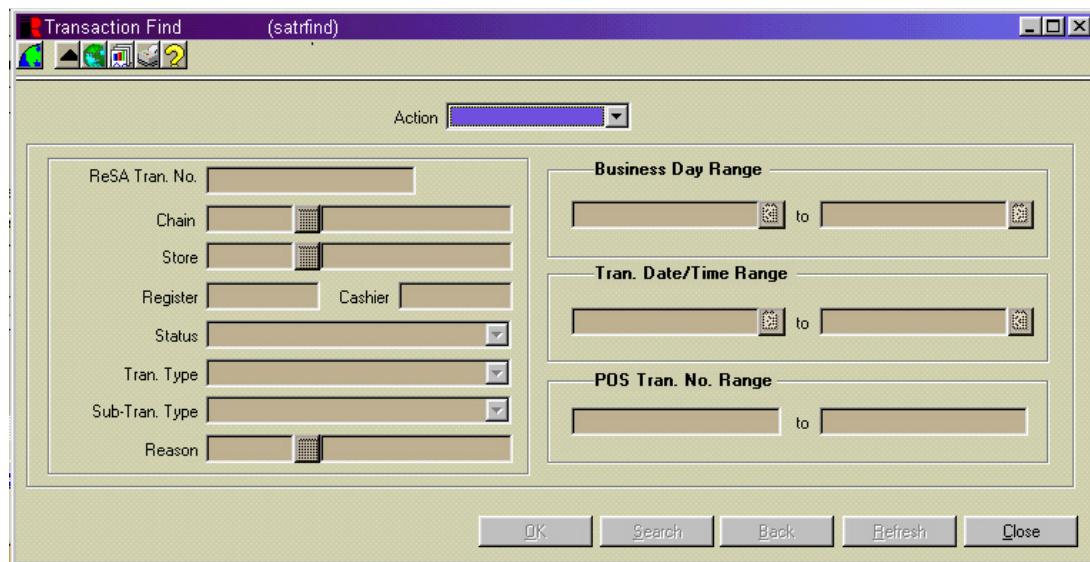


Note: You can also access the Totals Export window via the Options menu on the Over/Short window.

5. Click OK to exit.

Search for a Sales Audit Transaction

➲ **Navigate:** From the main menu, select Action → Sales Audit → Additional Operations → Transaction Maintenance. The Transaction Find window is displayed.



1. In the Action field, select View, Edit, or Post Void.
2. Enter additional search criteria as desired to make the search more restrictive.
3. Click the Search button. The transactions that match the search criteria are displayed.
4. Select a task.
 - To perform another search, click the Refresh button.
 - To view or edit transaction details, select a record and click OK. The Transaction Detail window is displayed.
5. Click Close to exit.

Create a Sales Audit Transaction

- ⦿ **Navigate:** From the RMS main menu select Action → Sales Audit → Additional Operation → Transaction Maintenance. The Transaction Find window is displayed.

1. From the Action Menu, select New and click OK. The Transaction Detail window is displayed.

2. In the Chain field, enter a chain number, or click the LOV button and select a chain.
3. In the Business Day field, enter a date, or click the Calendar button and select a date.
4. In the Store field, enter a store, or click the LOV button and select a store.
5. From the Tran Type menu, select Sale.

6. If applicable, add the following detail to the transaction:
 - a. Add reference information on the Header Reference window.
 - b. Add items on the Items tab.
 - c. Add a discount to the item on the Discount Detail window.
 - d. Add tender records to the transaction.
 - e. Add tax information.
 - f. Add customer Information.
 - g. Edit the employee information in a transaction.
 - h. Add paid out details to a transaction.
- 7 Click OK to exit.

Add Items to a Transaction

➲ **Navigate:** Create a sales audit transaction, or search for a transaction in Edit mode.

1. On the Transaction Detail window, click on the Items tab.
2. Click the Add button.
3. In the Item Type field, select the type of item.
4. In the Item field, enter the ID of the item, or click the LOV button and select the item.
5. In the Override Reason field, select a reason, (if necessary).
6. In the Qty field, enter the quantity of the item purchased or returned.
7. Add the following details as necessary:
 - a. Click the Item Detail button to add details to an item.
 - b. Click the Item Ref button to add references to an item.
 - c. Click the Disc Detail button to add a discount to an item.
8. Click OK to exit.

Add a Discount to an Item in a Transaction

⦿ **Navigate:** Create a sales audit transaction, or search for a transaction in Edit mode.

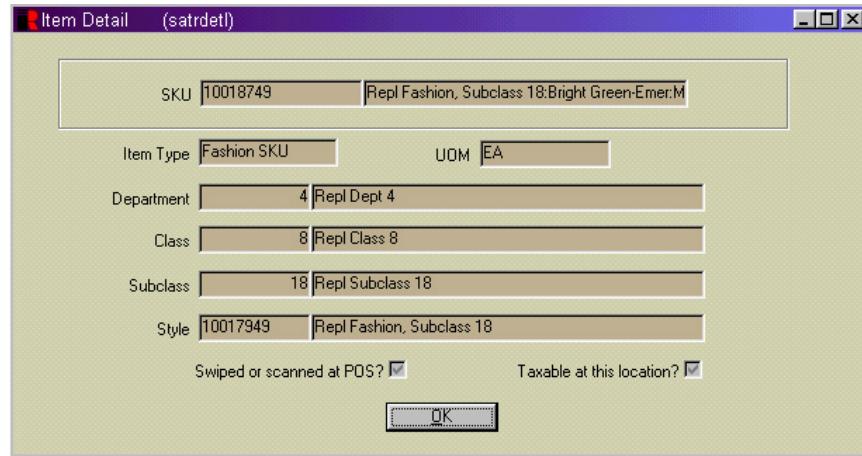
1. On the Transaction Detail window, click on the Items tab.
2. Click the Disc Detail button. The Discount Detail window is displayed.

3. Click the Add button.
4. From the Discount Type field, select the type of discount that you want to apply to the item.
5. In the Promotion field, enter the promotion, or click the LOV button and select the promotion.
6. In the QTY field, enter the quantity for the discount.
7. In the Amount Primary field, enter the amount of the discount.
8. Click OK to exit.

Add Detail to an Item in a Transaction

➲ **Navigate:** Search for and retrieve a transaction in New or Edit mode.

1. On the Items tab of the Transaction Detail window, click the Item Detail button. The Item Detail window is displayed.

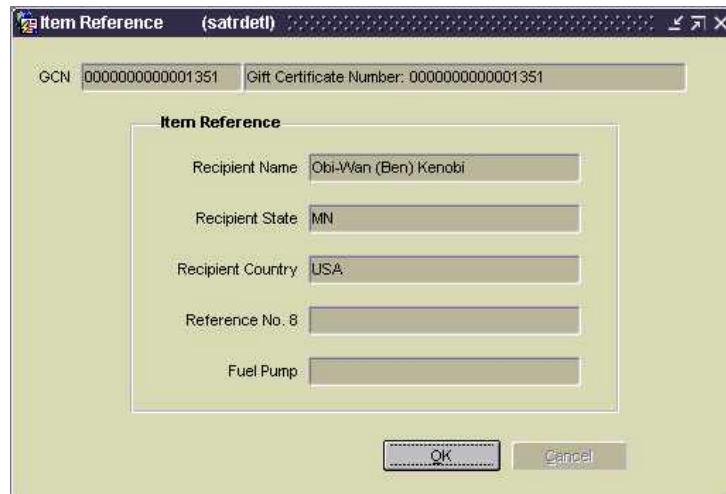


2. Select or clear the Swiped or Scanned at POS? box.
3. Select or clear the Taxable at this Location? box.
4. Click OK to save the changes and exit the window.

Add References to an Item

➲ **Navigate:** Search for and retrieve a transaction in New or Edit mode.

1. On the Items tab of the Transaction Detail window, click the Item Ref button. The Item Reference window is displayed.



2. Enter references in the Reference fields as necessary.
3. Click OK to save the references and exit the window.

Edit a transaction

➲ **Navigate:** Search for and retrieve a transaction in Edit mode.

- 1 Enter or edit the data in any of the enabled fields as necessary.

Note: When you edit a transaction, you can enter a comment in the Comments field, or click the comments button and enter a comment. This field is optional.

- 2 Click OK to exit.

Post Void a Transaction

➲ **Navigate:** Search for and retrieve a transaction in Post Void mode.

1. Click the OK button.
2. When prompted to post void the transaction, click the Yes button.
3. Click OK to exit.

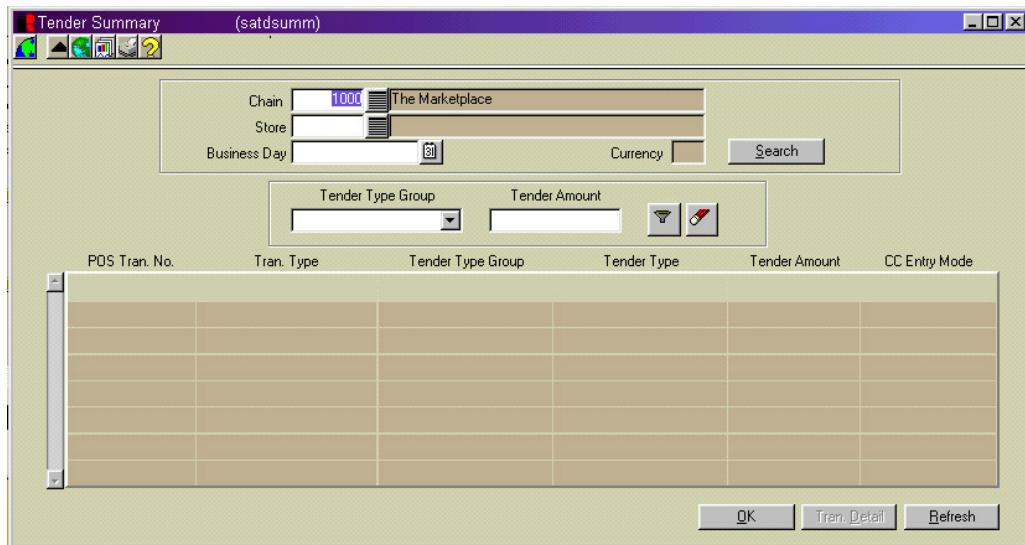
Add Tender Information to a Transaction

➲ **Navigate:** Search for and retrieve a transaction in Edit mode.

1. On the Transaction Detail window, click on the Tender tab.
2. Click the Add button.
3. From the Tender Type Group field, select the tender type group.
4. From the Tender Type field, select the tender type, or click the LOV button and select the tender type.
5. In the ID Number field, enter the ID number of the tender, if applicable.

Note: If the tender is a credit card, click the CC Details button to add the credit card authorization information.

6. To add user-defined reference information to a type of tender:
 - a. Select the tender record.
 - b. Click the Reference button on the Tender tab. The Tender Reference window is displayed.



- c. Enter data in the Reference fields as needed.
7. Click OK to exit.

Add Tax Information to a Transaction

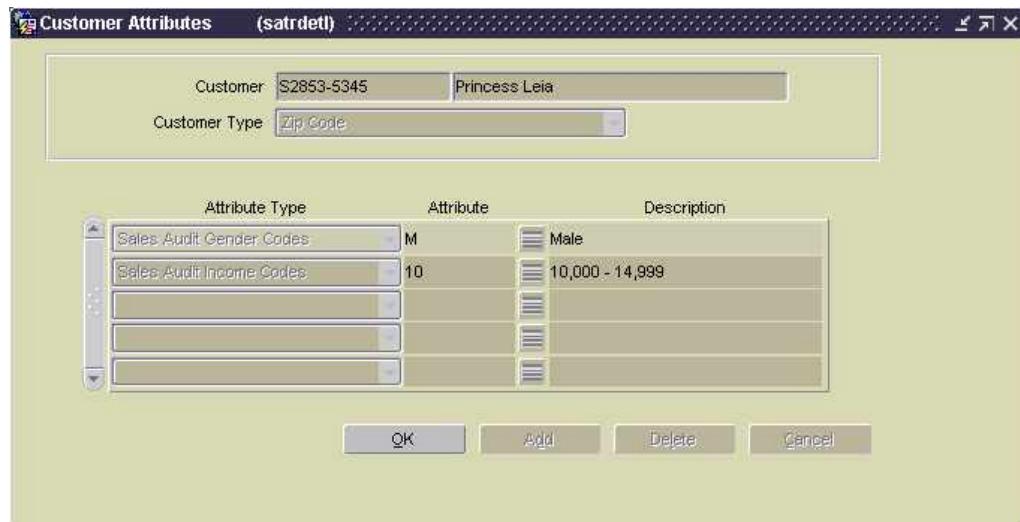
⦿ **Navigate:** Search for and retrieve a transaction in Edit mode.

1. On the Transaction Detail window, click on the Tax tab.
2. Click the Add button.
3. In the Tax Type field, select the type of tax.
4. In the Amount field, enter the amount paid or returned for the type of tax.
5. Click OK to exit.

Add Customer Information to a Transaction

➲ **Navigate:** Search for and retrieve a transaction in Edit mode.

1. On the Transaction Detail window, click the Customer tab.
2. In the ID Type field, select the source of the customer information.
3. In the ID No field, enter the ID from the source document identified in the ID Type field.
4. In the remaining fields, enter or select the address information that is known about the customer.
5. Click the Attributes button. The Customer Attributes window is displayed.



6. In the Attribute Type field, select the attribute type.
7. In the Attribute field, enter an attribute, or click the LOV button and select the attribute.
8. Click OK to exit.

Edit Reference Information in a Transaction

➲ **Navigate:** Search for and retrieve a transaction in Edit mode.

1. Choose the level at which you want to edit the reference information:
 - Transaction level: Click the Reference button. The Header Reference window is displayed.
 - Item level: Click the Item Ref button on the Items tab. The Item Reference window is displayed.
 - Tender level: Click the Reference button on the Tender tab. The Tender Reference window is displayed.
 - Discount level: Click the Disc Detail button on the Items tab. The Discount window is displayed. Click the Reference button. The Item Discount Reference window is displayed.
2. In the Reference fields, edit the reference information as needed.
3. Click OK to exit.

Correct a Transaction Error

➲ **Navigate:** Search for and retrieve a transaction in Edit mode.

Note: A red exclamation point (!) is displayed next to fields with incorrect data.

1. Click the red exclamation point (!) next to the transaction with errors. Descriptions of the errors flagged by the automated audit process are displayed. Use this information to determine which details must be corrected.
2. Enter or select the correct information on the appropriate Transaction Detail tab. The red exclamation point disappears when the data is corrected.
3. Click OK to exit.

View Export Information for a Transaction

➲ **Navigate:** Search for and retrieve a transaction in Edit mode.

1. Click on the Exported tab. The Exported tab displays the names and times of any exported systems for the transaction.
2. Click OK to exit.

Override a Price in a Transaction

⦿ **Navigate:** Search for and retrieve a transaction in Edit mode.

1. Select the desired item on the Item tab.
2. Click the Price Override button. The Price Override window is displayed.



3. In the Override Reason field, enter the override reason, or select one from the list.
4. In the New Unit Retail Price field, enter the new price.
5. Click OK to save the changes and close the window.

Edit a Return Reason in a Transaction

⦿ **Navigate:** Search for and retrieve a transaction in Edit mode.

1. Select the desired item on the Item tab.
2. Click the Return Reason button. The Return Reason window is displayed.

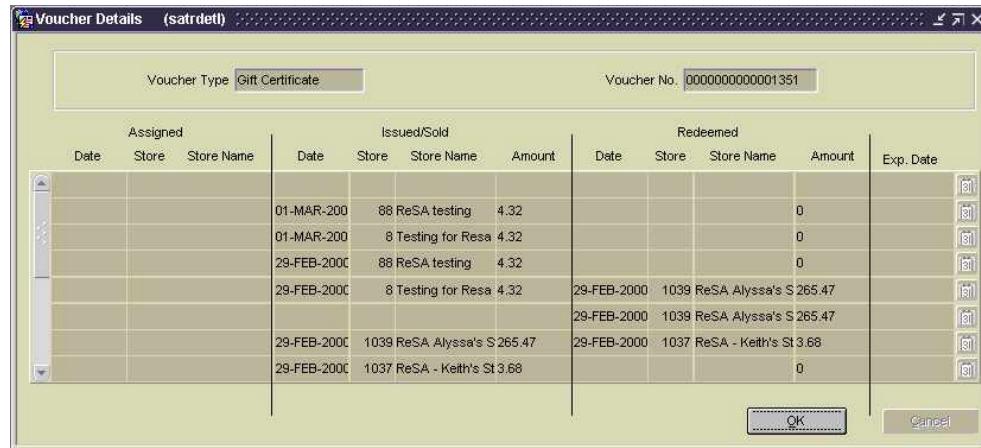


3. In the Return Reason Code field, select the return reason code.
4. Click the OK button to save the change and close the window.

View the Voucher Details in a Transaction

➲ **Navigate:** Search for and retrieve a transaction in Edit mode.

1. Click the Tender tab.
2. Select a tender type and click the Voucher Details button. The Voucher Details window is displayed.



3. Click OK to exit.

Edit the Employee Information in a Transaction

➲ **Navigate:** Search for and retrieve a transaction in Edit mode.

1. Click the Employee tab.
2. In the Salesperson field, enter the salesperson ID and name, or click the LOV button and select the salesperson.
3. In the Register field, enter the register ID, or click the LOV button and select the register.
4. In the Cashier field, enter the cashier ID, or click the LOV button and select the cashier.
5. Click the OK button to save the changes and close the window.

Add Paid out Details to a Transaction

- ⇒ **Navigate:** Search for and retrieve a transaction in Edit mode.
 1. Click on the Paid Out Details tab.
 2. In the Vendor field, enter a vendor number, or click the LOV button and select the vendor.
 3. In the Vendor Invoice Number field, enter a vendor invoice number.
 4. In the Proof of Delivery Number field, enter a proof of delivery number.
 5. In the Payment Reference Number field, enter a payment reference number.
 6. Click the OK button to save the changes and close the window.

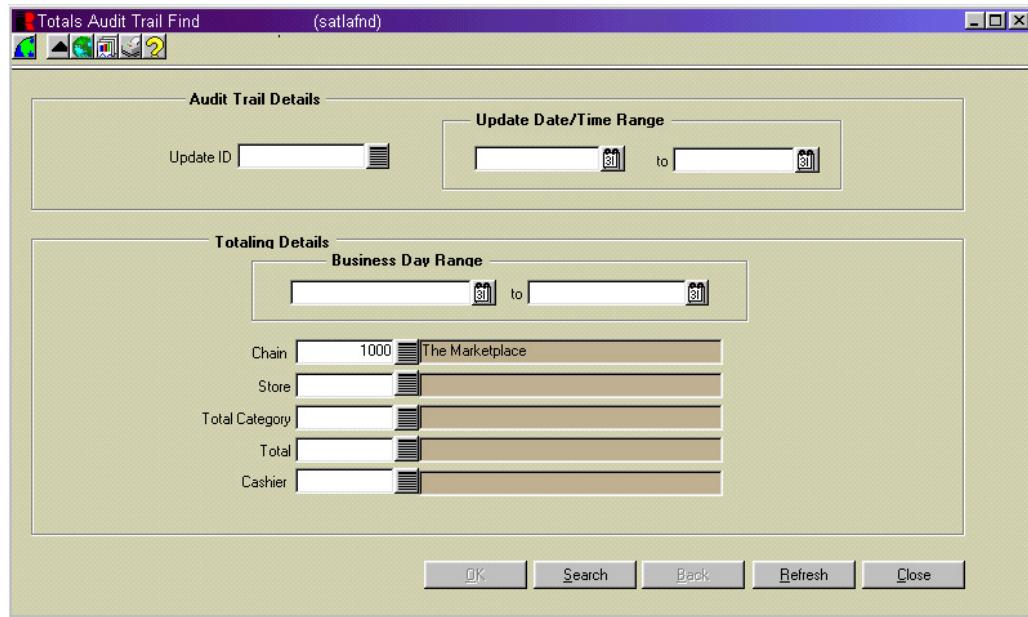
Chapter 6: Audit Trail

Overview

The Transaction Audit Trail window allows you to view the revisions made to a transaction and the auditors responsible for the revisions. After selecting a revision, you can view the detailed information associated with the revision. You can also view revision information for detail records at the item, tender, tax, and export level. In addition, you can view employee information on a transaction, and the paid out details for vendor transactions.

Search for a Totals Audit Trail

➲ **Navigate:** From the main menu, select Action → Sales Audit → Additional Operations → Audit Trail → Totals Audit Trail. The Totals Audit Trail Find window is displayed.



1. In the Chain field, enter the chain number, or click the LOV button and select a chain.

Note: If a default chain was specified in the System Options window, a default chain will be displayed in the Chain field.

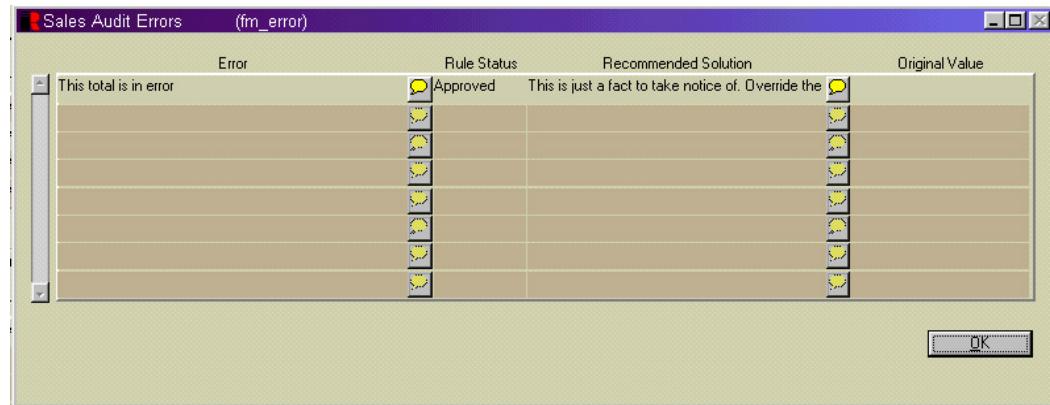
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The Totals Audit Trail Find window is displayed with the totals that met the search criteria in a table.
4. Select a total and click OK. The Sales Audit Totals Audit Trail window is displayed.

Note: You can also access the Sales Audit Totals Audit Trail window via the Options menu on the Over/Short and Miscellaneous Totals window.

View the Total Value Revision Errors

➲ **Navigate:** Search for and retrieve a totals audit trail.

1. Select a total from the table and click OK. The Sales Audit Totals Audit Trail window is displayed.
2. Select a revision that contains errors and click the red exclamation point. The Sales Audit Errors window is displayed.

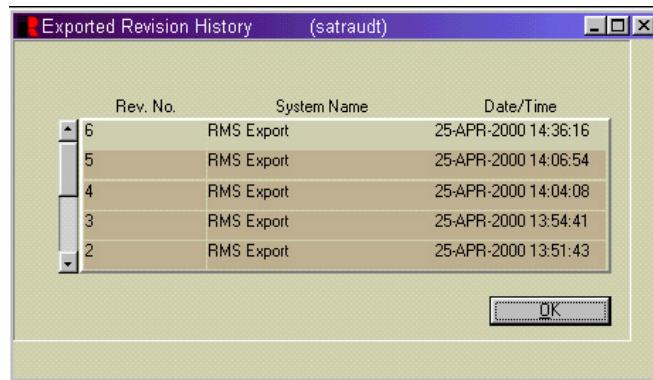


3. Click OK to exit the window and return to the Sales Audit Totals window.

View the Exported Revisions

➲ **Navigate:** Search for and retrieve a totals audit trail.

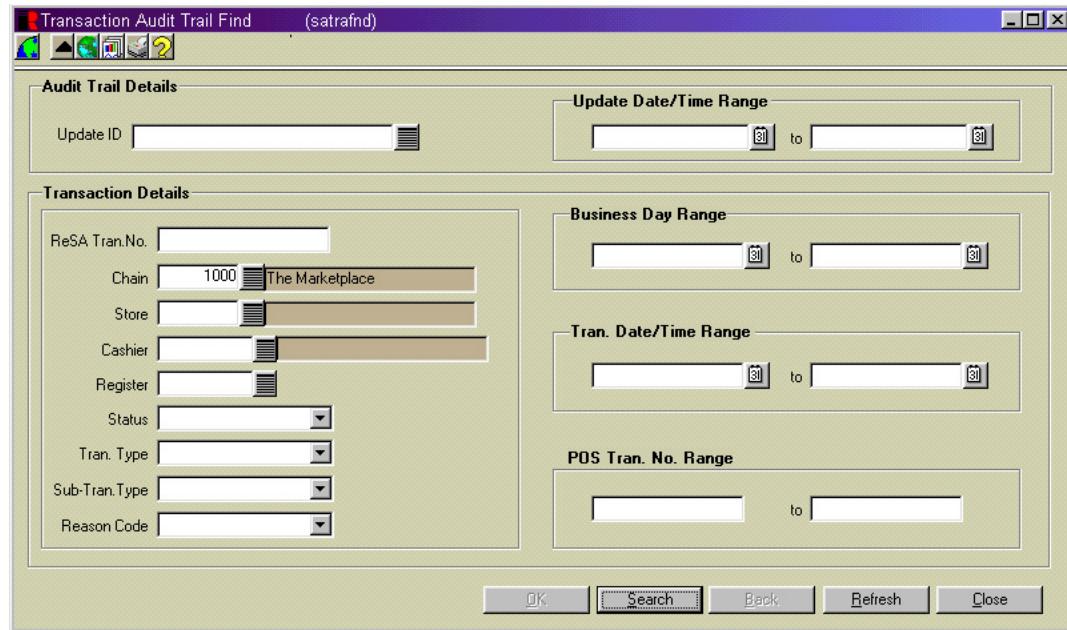
1. Select a total from the table and click OK. The Sales Audit Totals Audit Trail window is displayed.
2. Select a total revision.
3. From the Options menu, select Exported Revision. The Exported Revision window is displayed.



4. Click OK to exit the window and return to the Sales Audit Totals window.

Search for a Transaction Audit Trail

➲ **Navigate:** From the main menu, select Action → Sales Audit → Additional Operations → Audit Trail → Transaction Audit Trail. The Transaction Audit Trail Find window is displayed.



1. In the Chain field, enter the ID of the chain, or click the LOV button and select the chain.

Note: If a default chain was specified in the System Options window, a default chain will be displayed in the Chain field.

2. Enter additional search criteria as desired to make the search more restrictive.
3. Click the Search button. The Transaction Audit Trail Find window displays the transaction records that match the search criteria in a table.

Note: You can sort the transactions by transaction number or by transaction date and time by clicking the sort buttons.

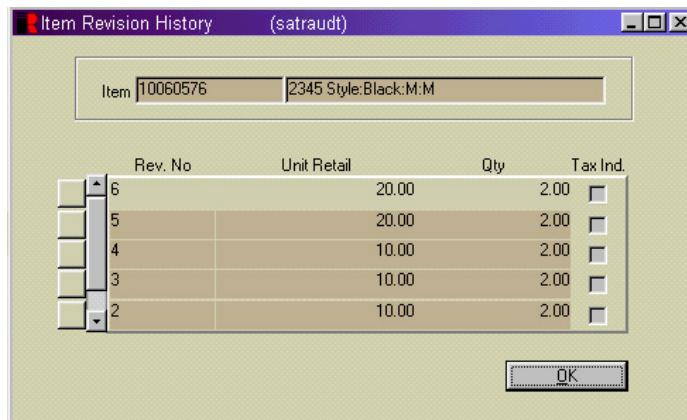
4. Select the desired transaction and click OK. The Transaction Audit Trail Window is displayed.
5. Click OK to exit.

View the Transaction Audit Trail

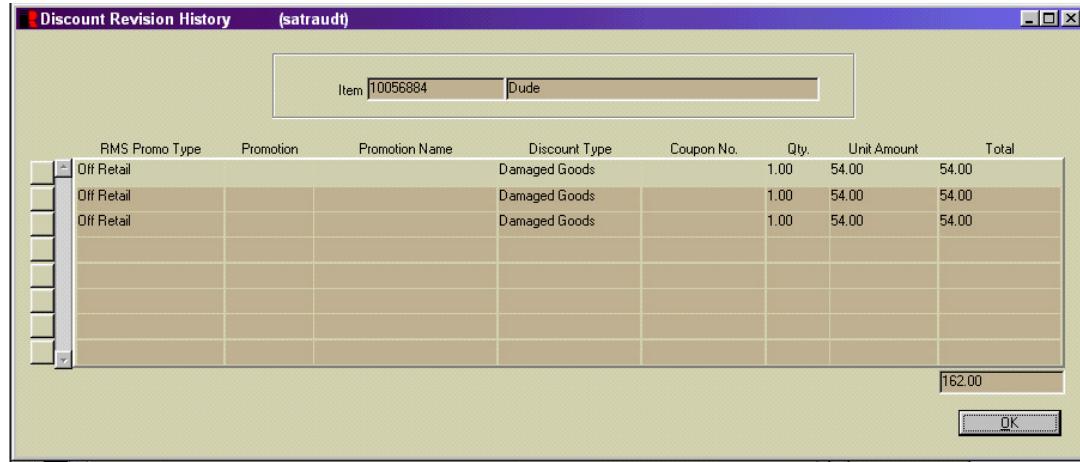
➲ **Navigate:** Search for and retrieve a transaction audit trail.

Note: You can view the default, saved, custom, or reference information for the revisions. Select the appropriate command from the View menu.

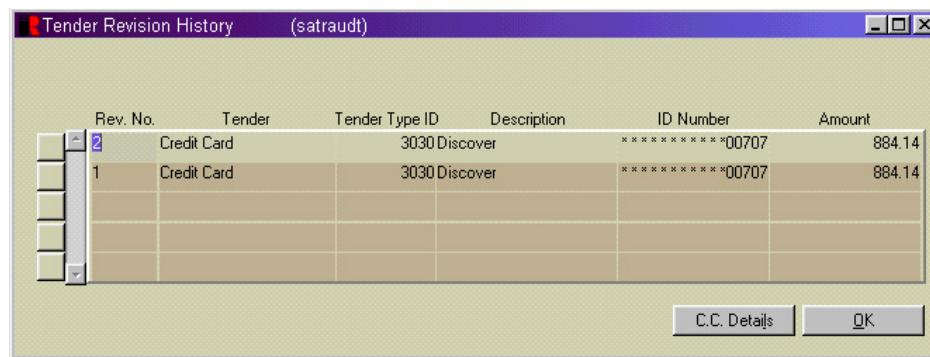
1. To view the details of a revised transaction:
 - a. Select the revision record.
 - b. Click the Revision Details button. The details are displayed on the tabs.
 - c. Click on the Items tab for item details.
 - d. Click on the Tender tab for tender details.
 - e. Click on the Tax tab for tax details.
 - f. Click on the Export tab for export details.
 - g. Click on the Employees tab for employee details.
 - h. Click on the Paid Out Details tab for details about vendor payments.
2. To view all revisions at a level of detail:
 - a. Item level: On the Items tab, select an item and click the Item Rev button. The Item Revision History window is displayed.



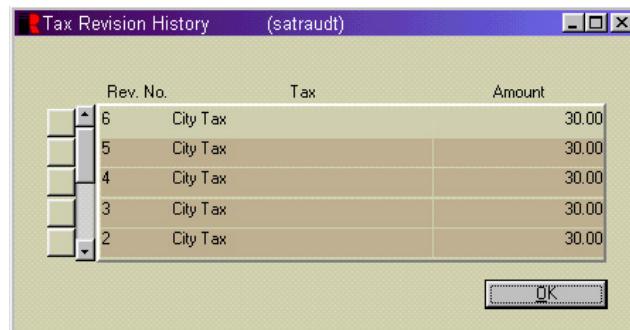
b. Discount level: On the Items tab, select an item and click the Disc Detail button. On the Item Discount window, click the Discount Rev button. The Discount Revisions History window is displayed.



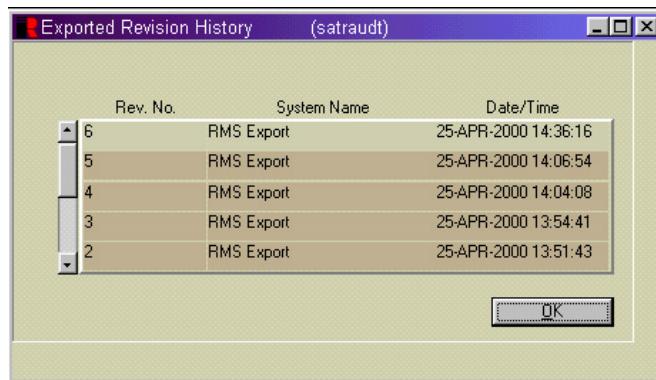
c. Tender level: On the Tender tab, select a tender and click the Tender Rev button. The Tender Revisions History window is displayed.



d. Tax level: On the Tax tab, select a tax and click the Tax Rev button. The Tax Revisions History window is displayed.



e. Export level: On the Export tab, click the Export Rev button. The Exported Revision History window is displayed.



3. Click OK to exit.

Chapter 7: Quick Navigation

ReSA Quick Navigation

Window	Form	Navigation
Foundation Data		
Error Definition [saerrcd]	saerrcd.fmb	Action + Sales Audit + Control + System + Error Code Maintenance + View
System Impact [saerrcd]	saerrcd.fmb	Action + Sales Audit + Control + System + Error Code Maintenance + View + System Impact button
Employee Maintenance [saempmnt]	saempmnt.fmb	Action + Sales Audit + Control + Setup + Employee Maintenance + Edit/View/New
Corporate Employee Details [saempmnt]	saempmnt.fmb	Action + Sales Audit + Control + Setup + Employee Maintenance + Edit/View/New + HQ Emp Details button
Store Employee Details [saempmnt]	saempmnt.fmb	Action + Sales Audit + Control + Setup + Employee Maintenance + Edit/View/New + Store Emp Detail button
Field Level Access [safldacs]	safldacs.fmb	Action + Sales Audit + Control + System + Field Level Access + Edit/View
Reference Maintenance [sarefmnt]	sarefmnt.fmb	Action + Sales Audit + Control + System + Reference Maintenance + Edit/View
Sales Audit System Options [sasysopt]	sasysopt.fmb	Action + Sales Audit + Control + System + System Options
Escheatment [sasysopt]	sasysopt.fmb	Action + Sales Audit + Control + System + System Options + Escheatment button
Voucher Options [sasysopt]	sasysopt.fmb	Action + Sales Audit + Control + System + System Options + Voucher Opts button
Automated Totaling		
Total Search Window [satlfind]	satlfind.fmb	Action + Sales Audit + Control + Totals Definition Maintenance
Totals Calculation Definition Wizard [satotal]	satotal.fmb	Action + Sales Audit + Control + Totals Definition Maintenance + New + OK
Display Group Details [satotal]	satotal.fmb	Action + Sales Audit + Control + Totals Definition Maintenance + New + OK + Pg 3 Display Group totals button
Location Trait Details [satotal]	satotal.fmb	Action + Sales Audit + Control + Totals Definition Maintenance + New + OK + Pg 10 Location Trait Details button
General Ledger Search Form [saglfind]	saglfind.fmb	Action + Sales Audit + Ctrl + Setup + GL Account Maintenance

Window	Form	Navigation
GL Account Maintenance [saglcros]	saglcros.fmb	Action + Sales Audit + Control + Setup + GL Account Maintenance + New/Edit/View + OK
Automated Audit		
Find Audit Rule [sarlfnd]	sarlfnd.fmb	Action + Sales Audit + Control + Audit Rule Maintenance
Rule Definition Wizard [sarule]	sarule.fmb	Action + Sales Audit + Control + Audit Rule Maintenance + New + OK
Execute Details [sarule]	sarule.fmb	Action + Sales Audit + Control + Audit Rule Maintenance + New + OK + Execute Details button
Location Traits Details [sarule]	sarule.fmb	Action + Sales Audit + Control + Audit Rule Maintenance + New + OK + Location Traits button
Import and Export Data		
Bank ACH Maintenance [sabnkach]	sabnkach.fmb	Action + Sales Audit + Additional Operations + ACH Maintenance + Bank ACH Maintenance
Bank Store Relationship [sabnkstr]	sabnkstr.fmb	RMS Menu + Control + Partner + Edit + select bank as Partner type + search + select a row + Options + Store
Store Data [sastdata]	sastdata.fmb	Action + Organizational Heirarchy + Store + View + Options + Store Data
Store ACH Maintenance [sastrach]	sastrach.fmb	Action + Sales Audit + Additional Operations + ACH Maintenance + Store ACH Maintenance
Interactive Audit		
Balancing Level Summary [sablsumm]	sablsumm.fmb	Action + Sales Audit + Store Close/Audit + search for store + select row + Options + Cashier Summary
Combined Total Details [sacombl]	sacombl.fmb	Action + Sales Audit + Store Close/Audit + search for store + select row + Options + Store Day Summary + Options + Miscellaneous Totals + select row + Details button
Error List [saerrlst]	saerrlst.fmb	Action + Sales Audit + Store Close/Audit + search for store + select row + Options + Error List
System Impact [saerrlst]	saerrlst.fmb	Action + Sales Audit + Store Close/Audit + search for store + select row + Options + Error List + Options + System Impact
Store Day Import and Export Log [saimpexp]	saimpexp.fmb	Action + Sales Audit + Store Close/Audit + search for store + select row + Options + Store Day Summary + Options + Import/Export Log
Sales Audit Item Summary [saitsumm]	saitsumm.fmb	Action + Sales Audit + Additional Operations + Summary + Item Summary
Sales Audit Item Summary Mass Change [saitsumm]	saitsumm.fmb	Action + Sales Audit + Additional Operations + Summary + Item Summary + Mass Change button

Window	Form	Navigation
Miscellaneous Totals [samisctl]	samisctl.fmb	Action + Sales Audit + Store Close/Audit + search for store + select row + Options + Store Day Summary + Options + Miscellaneous Totals
Missing Transaction Summary [samisstr]	samisstr.fmb	Action + Sales Audit + Store Close/Audit + search for store + select row + Options + Store Day Summary + Options + Missing Transactions
Over/Short [saovrsht]	saovrsht.fmb	Action + Sales Audit + Store Close/Audit + search for store + select row + Options + Store Day Summary + Options + Over/Short Totals
Store Day Find [sastfind]	sastfind.fmb	Action + Sales Audit + Store Close/Audit
Store Day Summary [sastrday]	sastrday.fmb	Action + Sales Audit + Store Close/Audit + search for store + select row + Options + Store Day Summary
Tender Summary [satdsumm]	satdsumm.fmb	Action + Sales Audit + Additional Operations + Summary + Tender Summary
Totals Export [satlexpt]	satlexpt.fmb	Action + Sales Audit + Store Close/Audit + search for store + select row + Options + Store Day Summary + Options + Miscellaneous Totals + Options + Exports
Transaction Detail [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK
Discount Detail [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK + Items tab + Disc Detail button
Item Detail [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK + Items tab + Item Detail button
Header Reference [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK + Reference button
Item Reference [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK + Items tab + Item Ref button
Tender Reference [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK + Tender tab + Reference button
Credit Card Details [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK + Tender tab + CC Details button

Window	Form	Navigation
Discount References [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK + Items tab + Disc Detail button + Reference button
Customer Attributes [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK + Customer tab + Attributes button
Price Override [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK + Items tab + Price Override button
Return Reason [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK + Items tab + Return Reason button
Voucher Detail [satrdetl]	satrdetl.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance + Edit/View/New/PostVoid + search for transaction + select row + OK + Tender tab + Voucher Details button
Transaction Find [satrfind]	satrfind.fmb	Action + Sales Audit + Additional Operations + Transaction Maintenance
Audit Trail		
Totals Audit Trail Find [satlafnd]	satlafnd.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Totals Audit Trail
Sales Audit Totals Audit Trail [satlaudt]	satlaudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Totals Audit Trail + search for audit trail + select row + OK
Sales Audit Errors [fm_error]	satlaudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Totals Audit Trail + search for audit trail + select row + OK + ! button
Exported Revision [satlaudt]	satlaudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Totals Audit Trail + search for audit trail + select row + OK + select row + Options + Exported Revision
Transaction Audit Trail Find [satrafnd]	satrafnd.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail
Tender Credit Card Details [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select transaction + OK + select row + Revisions button + Tender tab + select row + CC Details button
Transaction Audit Trail [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK

Window	Form	Navigation
Transaction Item Reference [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Items tab + select row + Reference button
Item Revision History [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Items tab + select row + Item Rev button
Tender Reference [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Tender tab + select row + Reference button
Tender Revision History [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Tender tab + select row + Tender Rev button
Tax Revision History [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Tax tab + select row + Tax Rev button
Tax Reference [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Tax tab + select row + Tax Ref button
Exported Revision History [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Export tab + select row + Export Rev button
Discount [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Items tab + select row + Disc Detail button
Discount Reference [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Items tab + select row + Disc Detail button + select row + Reference button
Discount Revision History [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Items tab + select row + Disc Detail button + select row + Discount Rev button
Return Reason [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Items tab + select row + Return Reason button

Window	Form	Navigation
Price Overrides [satraudt]	satraudt.fmb	Action + Sales Audit + Additional Operations + Audit Trail + Transaction Audit Trail + search for transaction + select row + OK + select row + Revisions button + Items tab + select row + Price Overrides button